

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 50

Time and Attendance Report - Form MOS-276

I PURPOSE

Agricultural Economics is adopting a new time and attendance report Form MOS-276 to be used by all divisions and offices. (A sample of the new form is attached.) This Circular (1) explains the difference between the new form and the AMS-276 now being used by most offices of Agricultural Economics, (2) gives effective date of use of the new form, and (3) outlines procedures for its use.

II CHANGES IN THE TIME AND ATTENDANCE REPORTS

The changes made in Form MOS-276 as compared to Form AMS-276 (7-1-60) presently used by most offices in Agricultural Economics are as shown below.

A Additional Columns. Two additional columns are being provided in MOS-276 under the heading "ABSENT" with the sub-headings "From" and "To." General Accounting Office Regulations require that clock time be recorded on time and attendance reports in certain situations when leave begins or ends during part of a day. Where the absence is for a full workday, it is not necessary to show the clock hours of absence (from and to) for that workday. Also, since WAE employees without a regular tour of duty do not earn leave, clock hours are not applicable to such employees. Clock hours for the beginning and ending of leave must be recorded only under the following circumstances.

1 When the time of sick leave taken for part of a workday is necessary to determine whether an SF-71, Application for Leave, and accompanying medical certificate, is required for sick leave of more than three consecutive workdays.

2 When leave without pay (LWOP) is taken for part of a workday preceding and following a holiday or preceding a period of official leave with pay for jury duty.

(II A)

3 When leave is taken for part of a workday and an employee is receiving night differential pay for only a part of that workday.

B Employee Signature. It will no longer be necessary for the employee to sign the time and attendance record separately for (1) requesting compensatory time, (2) the correctness of current pay period leave, or (3) leave taken in the prior pay period. On the new form the employee will sign once for any or all of these situations on the line "Signature of Employee" in the lower left portion of the form. In lieu of filling out the detailed certificate for leave for prior pay period, formerly on the reverse of AMS-276, the employee will fill in on the lines provided in the lower left corner of MOS-276 the hours of annual and sick leave, compensatory time, or leave without pay charged on his time and attendance report for the prior pay period when he was unable to sign for such leave. His signature in the lower left corner will be certification that the hours have been charged correctly.

C Weekly Totals. Blank spaces have been provided on the MOS-276 for weekly totals in the same position on the new form as was provided on AMS-276 on the lines entitled "first week total" and "second week total." Weekly totals need only be recorded in these spaces in any instances where subtotals are necessary for the proper computation of pay or leave accruals, e.g. totals with respect to LWOP and for first 40-hour employees.

III OBTAINING SUPPLY OF MOS-276

MOS-276 will be stocked by the Division of Administrative Services on or about November 15, 1961. Upon receipt of the form, the Division of Administrative Services will furnish an initial supply to the administrative officers of Agricultural Economics, for distribution to Washington and field offices. Order additional supplies of MOS-276 from the Division of Administrative Services.

IV EFFECTIVE DATE FOR USE OF MOS-276

For the sake of uniformity and efficiency in payroll operations, all divisions and offices should begin using the new form MOS-276 as soon as possible after receipt of the form, but no later than the pay period beginning December 10, 1961. At that time destroy any existing stocks of previously used time and attendance forms.

V APPLICABLE PROCEDURES

Pending the issuance of a permanent Agricultural Economics Circular covering time and attendance reports, AMS Instruction 445-1, Rev. 3, dated August 4, 1961; and Agricultural Economics Circular No. 9, dated May 4, 1961, shall be used, together with this Circular as procedural guides for the preparation and submission of MOS-276.

VI NUMBER OF COPIES

Submit time and attendance reports to the Fiscal Branch, Division of Budget and Finance, MOS, in the following number of copies:

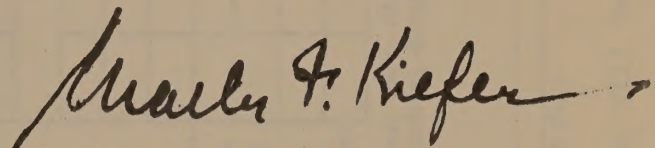
A Original only for all employees (full-time, part-time, WAE (when actually employed), first 40-hour, seasonal, and cooperative agents) whose tours of duty are regularly scheduled in advance and who are not entitled to premium pay. This rule also applies for employees taking compensatory time where no payment is made. Copies not needed for internal use may be destroyed.

B Original and three copies (carbon intact) for the following:

- 1 Employees entitled to premium pay (overtime, night differential, or holiday work) during the pay period;
- 2 Employees who take any leave without pay (LWOP) during the pay period;
- 3 WAE employees who have no regularly scheduled tour of duty; and
- 4 Part-time employees who work within the pay period more hours than are regularly scheduled in their tours of duty.

VII DISTRIBUTION TO TIMEKEEPERS

An additional supply of this Circular is being furnished to each administrative officer for further distribution to timekeepers where necessary.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

REPORT FOR THE YEAR 1955

During the course of a year, the Department has been engaged in a number of projects of importance. The most significant of these are the following: (1) The completion of the first phase of the project on the development of a new type of...

It is hoped that the results of these projects will be of great value to the Department and to the Government as a whole. The Department is also engaged in a number of other projects of importance, which are being carried out at the same time.

The Department is also engaged in a number of other projects of importance, which are being carried out at the same time. These projects are of great importance to the Department and to the Government as a whole. The Department is also engaged in a number of other projects of importance, which are being carried out at the same time.

1. The Department's work in the field of...

The Department has been engaged in a number of projects of importance in the field of... The results of these projects have been of great value to the Department and to the Government as a whole.

The Department has also been engaged in a number of other projects of importance, which are being carried out at the same time. These projects are of great importance to the Department and to the Government as a whole.

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Enlarged Sample of Form MOS-276 1/

NAME		REPORTING UNIT AND LOCATION										BLOCK	
PAY PERIOD		Annual Sick LWOP Comp. ALLOT. OR WORK PLAN NO. TOUR OF DUTY IF OTHER THAN NORMAL										USDA MOS	
☐ WAGEBOARD ☐ NACC		Balance brought forward..... Accrued this pay period..... Total available..... Paid this period..... Annual Sick LWOP Comp.											
REMARKS		ABSENT From To TIME IN PAY STATUS Reg. N/D OVERTIME PAID COMP* Hol. DAY TIME ABSENT Annual Sick** LWOP Comp. Other FISCAL USE ONLY PAY DATA ITEM AMOUNT											
		Sun. Mon. Tue. Wed. Thu. Fri. Sat. STAND BY Regular N/D O/T Hol. Gross Ret. Fed. Tax Bond											
		FICA St. Tax Ins.											
		NET											
____ hrs. Annual ____ hrs. Comp. ____ hrs. Sick ____ hrs. LWOP Charged in prior pay period correctly. *Comp. time is requested in lieu of paid overtime. Leave is correct. **I certify that sick leave was due to illness which incapacitated me for duty, or to required medical, dental, or optical treatment.		Sun. Mon. Tue. Wed. Thu. Fri. Sat. STAND BY Certified correct. All O/T, N/D, and Holiday time worked and approved according to law. (Supervisor or Timekeeper) REVIEWER'S INITIALS PREMIUM WORK APPROVED (Authorized Approving Officer)										Form MOS-276 (10-1-61) TIME AND ATTENDANCE REPORT	
_____ (Signature of Employee)													
_____ Balance at close of this pay period													

It is hereby certified that the within and foregoing is a true and correct copy of the original as the same appears in the records of the said court.

1881-82

Name of the person		Age		Sex		Color		Height		Weight		Build		Complexion		Eyes		Hair		Teeth		Manner		Character		Remarks	
John Doe		25		Male		White		5' 10"		175		Medium		Fair		Blue		Brown		Good		Sensible		Honest		No marks	
Jane Smith		22		Female		White		5' 5"		120		Slender		Fair		Green		Blonde		Good		Sensible		Honest		No marks	
...		...		...		...		...		...		...		...		...		...		...		...		...		...	

Witness my hand and seal of the said court this 1st day of January 1882.

CLERK OF THE COURT

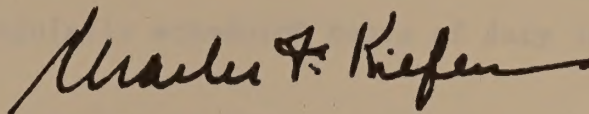
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 51

Disposal of Obsolete Injury Compensation Forms

The Bureau of Employees' Compensation has requested that we discontinue using compensation forms which identify the race and color of the injured person.

Any forms containing such an identification, (C.A.2, Item 9; C.A.4, Item 6; C.A. 16 and C.A. 17), should be destroyed. A supply of approved forms may be requested through the Division of Administrative Services, MOS, Washington, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

October 27, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 52

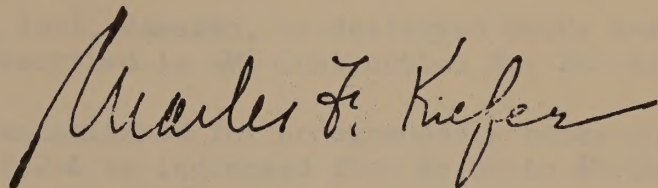
Veterans' Day Holiday - 1961

This year, Veterans' Day, a legal holiday, falls on Saturday, November 11, 1961.

For employees with regularly scheduled tours of duty the following will apply:

Friday, November 10, will be the holiday for those employees whose basic workweek includes Friday but not Saturday.

Saturday, November 11, will be the holiday for those employees whose basic workweek includes Saturday.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL BUREAU OF ECONOMIC RESEARCH
WASHINGTON, D. C.

ADMINISTRATIVE MEMORANDUM

Paterson Day Holiday - 1951

This year, Paterson Day, a legal holiday, falls on Saturday, November 10, 1951.

For employees with regularly scheduled hours of duty the following will apply:

Friday, November 9, will be the holiday for those employees whose regular working hours include Friday but not Saturday.
Saturday, November 10, will be the holiday for those employees whose regular working hours include Saturday.



Charles E. Kupper
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 53

Accountability for Property and Books

I PURPOSE

The purpose of this Circular is to bring to your immediate attention, some of the more important changes in recently revised Department Regulations with respect to nonexpendable (capitalized) property and nonexpendable books and to also clarify several points on property accountability and control.

II BOOKS

A Inventory reports of nonexpendable books required by November 15 of each year in accordance with Section VI of AMS Instruction 262-5 are no longer required. In the future make reports only when specifically requested by the Agricultural Economics Library Liaison Officer who is the Chief, Procurement and Property Branch, Division of Administrative Services (DAS).

B Reports of excess, lost, damaged, or destroyed books are still required as presently prescribed in AMS Instruction No. 262-5.

C The minimum value established for nonexpendable books in Section II of AMS Instruction 262-4 is increased from \$5.00 to \$7.00.

III PROPERTY

A Recent Departmental changes now provide that an item of personal property shall be considered capitalized property only if it is (1) complete in itself; (2) does not lose its identity or become a component part of another article when put into use; (3) is of durable nature with an expected service life of over one year; and (4) costs \$50 or more or is equivalent to an item which would cost \$50 or more if currently purchased new as a single item.

(III)

B Under the revised regulations, property being currently obtained by purchase or otherwise which does not meet with all of the foregoing requirements is considered non-capitalized property and is therefore not being recorded in the capitalized property accountability records by DAS.

C Property previously obtained which does not meet with all of the foregoing requirements, but which is already on the capitalized property records of DAS will eventually be reclassified from capitalized to non-capitalized and be removed from DAS capitalized records and from the General Ledger accounts of the Division of Budget and Finance. When this is done the appropriate offices of Agricultural Economics will be notified.

IV EMPLOYEE RESPONSIBILITY

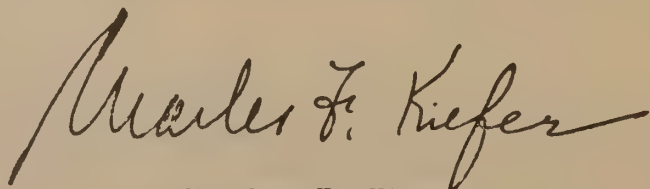
Employees are responsible for the proper custody, use, and care of all Government property intrusted to their possession or under their direct supervision whether such property is capitalized or non-capitalized.

V GENERAL INFORMATION

A Several different property accounting systems are presently in use in DAS as a result of the transfer of activities from AMS, ARS, and FAS. This office is working toward the development of a single simplified composite machine accounting system for capitalized property accountability.

B Detailed procedures, separately for each of the subjects covered herein, will be issued later.

C Questions concerning this Circular should be directed to DAS (Procurement and Property Branch).



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 54

Policy Regarding Reservists Called to Active Duty

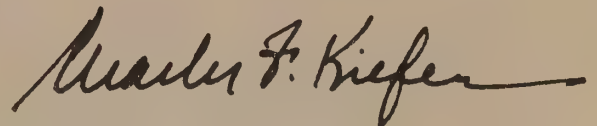
Please note the policy expressed by the President in his memorandum to the Secretary of Defense of September 22, 1961, as follows:

In the present call-up of active reserve units by the Department of Defense, I believe civilian government personnel who have voluntarily participated in and obtained benefits from those programs should promptly report when their organizations are recalled, and should not be deferred unless absolutely essential to the national security in their present positions.

The nation's defense requires the reserve military strength now being placed on active duty. Service with America's armed forces at this critical juncture is a duty with special priority and honor. The Federal Government and its employees must set an example in responding without stint of special consideration of any kind.

(Signed) John F. Kennedy

The President's policy will be observed in the Department of Agriculture and in Agricultural Economics. Any questions or request for deferment of an employee from military training or duty should be sent to the Division of Personnel, MOS.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 55

1962 Honor Award Nominations

I PURPOSE

This Circular (1) gives information on the 1962 Honor Awards Ceremony, (2) provides eligibility standards and formats for nominations, and (3) establishes deadline dates for submission of nominations.

II GENERAL

A Plans are presently being made for the 1962 Honor Awards Ceremony. The Honor Awards presentation ceremony is usually held on May 15, the USDA Anniversary date, or as soon thereafter as possible. Each year since 1947 the Secretary has presented awards for distinguished service and superior service to employees and organizational units meriting such recognition. The public recognition of the Department's employees for exceptional and meritorious contributions to Agriculture or the public service has become traditional in the Department. The Honor Awards Program affords, in our highest tradition, a greater opportunity to praise and recognize outstanding and exemplary service and performance.

B The opportunity once again is before us to give recognition to employees for exceptional and meritorious contributions to Agriculture and the public service. Secretary Freeman, in his foreword printed in the program of the Department's Honor Awards Ceremony for 1961, stated, in part:

.... We confer awards for outstanding work and length-of-service, on our fine Government careerists in Agriculture. And in honoring these careerists we recognize their part in the tremendous success story of American Agriculture itself, a success story unmatched in history in fulfilling human needs for food and fiber...brains, energy, resourcefulness. For almost a century now the dedicated men and women of USDA have supplied these specific qualities, thereby playing a role in our farm success....

AGRICULTURAL ECONOMICS CIRCULAR No. 55

C Departmental Honor Awards are above and beyond any recognition granted within Agricultural Economics. Employees may receive an agency award, a Departmental Award, or both (ERS, SRS, and MOS grants agency awards such as Certificates of Merit and Cash for sustained superior performance or other special accomplishments.) The Awards Program requires that we be selective in identifying potential awardees or groups of awardees. Your cooperation and assistance is therefore needed in singling out deserving individuals or groups of individuals you feel are deserving of special recognition by the Department.

III DISTINGUISHED SERVICE AWARDS

A Eligibility Standards. Awards are given for an outstanding contribution to Agriculture as well as public service. Some examples of distinguished service for which awards may be granted are:

- 1 Outstanding service to agriculture and rural life
- 2 Major contribution to science
- 3 Outstanding skill in public administration
- 4 Distinguished authorship
- 5 Notably creative service
- 6 Heroic action

B Individual Citation. Any employee whose achievement constitutes a notably outstanding contribution to Agriculture or the public is eligible for consideration for a distinguished service award.

C Unit Citation. Two or more employees may each receive awards for a distinguished achievement in which they share. The Distinguished Service award (unit citation) will be presented when a team, project group, or organizational unit accomplishes a distinguished achievement and it is not feasible to identify individually the participants or their respective contributions. Achievements considered but passed over by the Distinguished Service Awards Committee will be considered for Superior Service awards.

IV SUPERIOR SERVICE AWARDS

A Eligibility Standards. Superior Service Awards are given for service of unusual value beyond what is ordinarily required. Some examples of superior performance for which awards may be granted are:

- 1 Meritorious service to agriculture and rural life
- 2 Valuable contribution to science
- 3 Effective public administration
- 4 Meritorious authorship
- 5 Unusual courage or competence in an emergency
- 6 Meritorious service of a creative nature
- 7 Meritorious execution of duties, establishing an exemplary record
- 8 Initiation of a suggestion that has resulted in important savings in money, time, materials, personnel, or equipment
- 9 Initiative in devising work methods that result in important savings in money, time, materials, personnel, or equipment
- 10 Achievement in improving the morale of employees with resultant improvement in work performance

B Individual Citation. Any employee will be eligible for consideration for an individual superior service award as a result of meritorious service.

C Unit Citation. Two or more employees may each receive awards for a meritorious achievement in which they share. A Superior Service award (unit citation) will be presented when a team, project group, or organizational unit accomplishes a meritorious achievement and it is not feasible to identify individually the participants or their respective contributions.

V NOMINATIONS

The final selection of Honor Award recipients is made from among the nominations submitted by heads of agencies of the Department based on the recommendation of special distinguished service and superior service awards committees appointed by the Secretary. Nominations may be made as follows:

A Review of Worthy Candidates.

1 Division Directors and supervisors at all levels should review the work of units and individuals under their direction to identify outstanding contributions or meritorious service. Every case deserving special recognition should be submitted in the form of a nomination to the Division Incentive Awards Committee for consideration or for advice regarding employee or group of employees whom he feels deserves special recognition. Consideration should be given to all who have received performance awards during the past year, but who were not recipients of Distinguished Service or Superior Service Awards.

2 Any employee may also nominate any other employee or group of employees whom he feels deserves special recognition.

B Preparation and Submission of Nominations. Prepare nominations for Departmental Honor Awards in the format shown in Exhibit A, attached, and in accordance with the following:

1 Cover Page. Consider the top page of the nomination as a cover page and do not number this page. Include only items 1 through 8 on the cover page. Leave a two-inch left binding margin.

2 First and Subsequent Pages. Begin the first page (following the cover page) with item 9, Statement of Achievement. Number this page "1" and number each additional page consecutively. Allow a two-inch binding margin (on the left side of the odd-numbered pages and on the right side of the even-numbered pages).

3 Duplication. When mimeographing nominations, mimeograph the cover page on one side only. Mimeograph page 1 and subsequent pages back to back.

4 Distribution. After nominations have cleared the division awards committees, submit 25 mimeograph copies to the Incentive Awards Officer, DP, MOS.

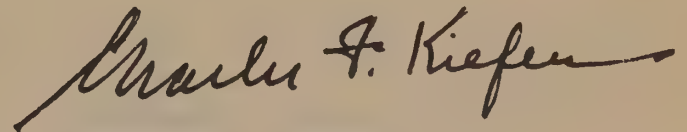
AGRICULTURAL ECONOMICS CIRCULAR No. 55

C Additional Information. The Division of Personnel (Employee Development, Health, Safety and Incentives Branch) will be glad to assist in the preparation of nominations with respect to format or arrangement and captioning of the descriptive material.

V DUE DATES FOR NOMINATIONS

A To Division Awards Committees. Nominations must be submitted to division awards committees no later than December 1, 1961, to be considered for the 1962 awards.

B Incentive Awards Officer. Nominations approved at the division level must be submitted to the Incentive Awards Officer, Division of Personnel, Management Operations Staff, Room 3919-S, no later than December 20, 1961.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Format for 1962 Honor Award Nominations

(Binding
Margins
2 Inches)

1. NOMINATION FOR (DISTINGUISHED OR SUPERIOR) SERVICE AWARD
2. NAME OF AGENCY: (Statistical Reporting Service, Economics Research Service, Management Operations Staff, or Staff Economist Group)
3. NAME OF EMPLOYEE (Indicate Dr., Mr., Miss, or Mrs.) OR UNIT
4. GRADE, DESIGNATION, AND SALARY (For a unit or group nomination attach an alphabetical list of employees participating in the achievement. Show name, grade, designation, and salary of each. Also show headquarters if different from headquarters of unit.)
5. OFFICIAL HEADQUARTERS: (City and State)
6. LEGAL RESIDENCE: (Include State, City, and street address)
7. HOME ADDRESS: (When legal residence is not employee's place of abode, give his present address so that a Congressman, when notified that a constituent is to receive an award, can communicate with him direct.)
8. SUGGESTED CITATION: (Summarize achievement in 30 words or less as it should appear on the Certificate or Unit Plaque. Example: "For exercising unusual initiative in devising training outlines which were effectively used in training a large number of employees in office management duties." Citations printed in previous years' honor award ceremony programs may be helpful in developing citations.)

(Begin typing item 9 on next sheet)

9. STATEMENT OF ACHIEVEMENT (Begin Statement of Achievement on top of Page 1.)

(Explain the contributions of the employee or unit as completely and concisely as possible. Remember that reviewing committees may not be familiar with the work or problems encountered, and therefore some background information may be necessary.)

(Binding
Margins
2 Inches)

(It is suggested that each paragraph of the Statement of Achievement be lettered and prefaced by a descriptive heading. The following are examples of how achievements can be highlighted in headings for quick reference by committee members. The descriptive paragraphs which follow the headings may be as detailed as necessary to give the whole story.)

A. Employment History

(Name of employee) has been employed by the (name of agency) for _____ years. He had held various positions including _____.

B. Demonstrated Competence in Accomplishing the Significant aspects of the Assignment.

Evidence of this employee's originality, resourcefulness, ingenuity, and ability to pursue and effectively accomplish assignments has been demonstrated in the following ways:

1.

2.

3.

C. Unusual Leadership Qualities

1.

2.

3.

AGRICULTURAL ECONOMICS CIRCULAR No. 55
Exhibit A

D. Specific Accomplishments

- 1.
- 2.
- 3.

E. Summary

(Comparative statements, if applicable, are helpful in making evaluations. Example: "This employee is the most outstanding clerk-stenographer of comparable grade in this (division, State)," etc.)

10. DESCRIPTION OF DUTIES

(Submit only one copy of current position description labeled with employee's name, division, and agency. Position descriptions will not be required for each employee in a unit nomination.)

11. EXHIBITS

(Submit one copy only of each exhibit (if any), properly labeled with employee's name, division, and agency.)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 56

Organizational Names, Identification Signs
and Directory Listings - Field

I PURPOSE

This Circular states the policy for field offices governing the use of the names of the Department, the Economic Research Service, the Statistical Reporting Service and units thereof, in reproduced material, identification signs, and in building and telephone directory listings.

II IDENTIFICATION OF ERS AND SRS AS AGENCIES OF THE DEPARTMENT

ERS and SRS shall be identified as agencies of the U. S. Department of Agriculture in all types of reproduced ERS and SRS material, including forms, letterheads, field envelopes, labels, and shipping tags; and in all directory listings and signs except signs within an area which identifies occupants of buildings or areas when a sign at the main entrance shows the Department's name.

III USE OF SYMBOLS AND ABBREVIATIONS

On internal ERS and SRS material, "USDA" and "ERS" or "SRS" as the case may be, are sufficient identification. In material to be read by people outside ERS or SRS the names of organizations shall not be abbreviated, except that "U. S." may be used in the Department's name.

IV GENERAL IDENTIFICATION SIGNS ^{1/}

For convenience of the public, the buildings and offices of ERS and SRS should be marked by signs erected at principal entrances of such buildings and offices.

^{1/} This section does not apply to signs placed cooperatively with an agency outside the Department, except that any such signs using the names of ERS and SRS shall identify them as agencies of the U. S. Department of Agriculture.

(IV)

A Standard Design. Signs shall have a vertical bar on the left side showing "U S D A" vertically. Show Economic Research Service or Statistical Reporting Service horizontally, and, if desired, the name of the office or function. The width of the bar shall be in balanced proportion to the width and height of the sign. The office or function may either precede or follow the names of ERS or SRS, depending upon the emphasis desired. The name of the Department shall also appear at the bottom of the sign as follows:

of the
U. S. Department of Agriculture

The name of the agencies may be superior in location and size to the Department's name, but the vertical U S D A shall be larger and more conspicuous than other lettering on the sign. Colors shall be white letters on medium green background or medium green letters on white background. Exhibit A, attached, shows examples of acceptable ERS and SRS signs.

B Size. The signs may be of any size to meet service requirements. Avoid crowding of letters and attempting to include too much information. The distance at which a sign will be read and the length of time it will be within easy view, particularly in the case of signs for motorists, should be considered in determining the size.

C Construction and Maintenance.

1 Signs may be of any suitable material but should be constructed and painted to withstand the rigors of service and the weather. They may be secured or suspended at the top or sides by brackets, or may be mounted in a frame with supporting legs in the ground.

2 Signs should be inspected frequently, kept in good condition, and replaced when necessary.

V OFFICE DOOR LETTERING AND CARDS

If for public convenience the name of the office should stand out, the name of ERS or SRS may be placed first on office doors followed by the name of the Department (as illustrated in Section IV above) in letters of the same size or smaller than those used in the name of ERS or SRS. If an office or function is to be named on the door, it may be placed, either before or after the agency in letters of the same or different size, depending upon the emphasis desired. An example of the use of the organization name on an office door is given in Exhibit A.

AGRICULTURAL ECONOMICS CIRCULAR No. 56

VI BUILDING AND TELEPHONE DIRECTORIES

A General. In building and telephone directories, the name of ERS or SRS shall follow the name of the Department in letters not more conspicuous than those in the Department's name. The names of organizational units and names of functions may be added if considered advisable. The unit's name and the function should be combined if a combination will effect a saving in cost. Following are examples of correct listings that might appear on a building directory or under the "United States Government" in a telephone directory:

Agriculture, Department of
Economic Research Service
Farm Economics Division
Rural Development Branch
Marketing Economics Division
Crops Branch

Agriculture, Department of
Statistical Reporting Service
Field Operations Division
Agricultural Statistician

B Developing Telephone Directory Listings. The Departmental Regulations state that in a locality where there is more than one field office, of the Department of Agriculture, field representatives of Departmental agencies should arrange with the proper authorities of the telephone company for a consolidated listing of the Department by organizations in the local directory. Such listings will make it easier for the public to make telephone contacts and will facilitate the transaction of business. Where there are other Federal agencies in the same locality, the Departmental group should arrange for a consolidated listing of all Federal activities, alphabetically by Departments, under the heading "United States Government." In arranging for consolidated listings the following suggestions will be helpful:

1 Where there are other Departmental agencies in the same locality, the agency having the largest telephone installation should exercise leadership in setting up an interagency committee. If two or more agencies have installations of comparable size, they should get together to determine which should assume leadership.

2 Representatives of ERS and/or SRS shall meet with representatives of other local Departmental agencies to coordinate directory information.

3 The dates of contemplated new directories should be determined in order that Departmental agency representatives can meet, at least 30 days prior thereto, for coordination of the listings.

AGRICULTURAL ECONOMICS CIRCULAR No. 56

(VI B)

4 After developing a coordinated plan, a representative of the telephone company should be invited to discuss the proper listings.

5 If proper listings are prepared in appropriate sequence in the telephone directory under "United States Government - Agriculture, Department of," it should not be necessary to list the agencies again either in the main alphabetical section of the directory or again alphabetically under "United States Government." However, in the main alphabetical section of the directory, it is desirable to carry "Agriculture, Department of . . (See United States Government)."

6 Uniform identification of units and activities should be used, and special listings should not be used unless absolutely needed for proper functioning of Departmental business.

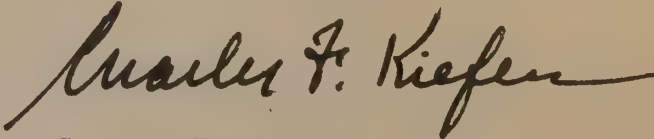
7 In small towns there may not be a sufficient number of Government agencies to warrant a separate telephone directory listing entitled "United States Government." If there is more than one Departmental agency located in the town, it is believed desirable to carry "Agriculture, U. S. Department of" and list thereunder the agencies of the Department in alphabetical sequence. In some cases it would be more practicable to list the agencies in the alphabetical section of the directory.

VII OBTAINING REPRODUCED MATERIAL

Field offices having need for any of the reproduced material listed in Section II , above should make their needs known to the Division of Administrative Services (DAS) before obtaining such material.

VIII ADDITIONAL INFORMATION

Questions concerning this Circular should be directed to DAS.


Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

U
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ECONOMIC
RESEARCH
SERVICE

of the

U. S. DEPARTMENT OF AGRICULTURE

U
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Agricultural Marketing Service
Agricultural Research Service
Economic Research Service
Forest Service
Statistical Reporting Service

of the
UNITED STATES DEPARTMENT OF AGRICULTURE

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FARM ECONOMICS DIVISION
ECONOMIC RESEARCH SERVICE

of the

U. S. DEPARTMENT OF AGRICULTURE

FIELD OPERATIONS
DIVISION

Statistical
Reporting
Service

of the
U. S. DEPARTMENT OF
AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 57

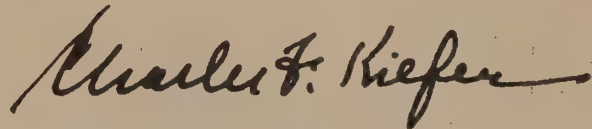
Provision on Equal Employment Opportunity
To Be Added to Bills of Lading Forms

A recent change in regulations pertaining to the use of Government bills of lading requires that a provision on equal employment opportunity be incorporated in bills of lading forms (SF-1103's). The statement given below must appear on the original and all copies of bills of lading. The statement may be typewritten or stamped prior to issuance of a bill of lading.

EQUAL EMPLOYMENT OPPORTUNITY

Condition 9 hereof is revised as follows: The contract clauses in Sec. 301 of Executive Order 10925 (26 F. R. 1977) are incorporated herein, but carriers are exempted from paragraphs 3-7 thereof unless otherwise specifically ordered (26 F. R. 6586, Sec. 60-1.3(b)(4)).

Continue to add the provision to all SF-1103's issued until a revised edition of the form containing the provision is available.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 58

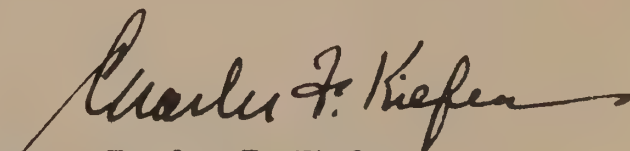
1961 Forms W-2, Withholding Tax Statement

Forms W-2, Withholding Tax Statement, will be distributed to employees in mid-January 1962, by the Division of Budget and Finance, MOS, in the same manner as salary checks.

Internal Revenue Service Regulations require that Form W-2 show the employee's current home address. On the time and attendance reports for the pay period ending December 9, 1961, please show the correct home addresses for all employees being reported for that period. Insert the address in the "Remarks" space on the form.

Addresses of former employees and WAE employees will be taken from the latest information on file in the payroll office.

An additional supply of this Circular is being furnished to each administrative officer for further distribution to timekeepers where necessary.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 59

Cooperation with the Post Office Department

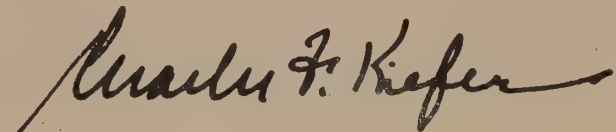
We have been requested to cooperate with the Post Office Department in the following two instances.

Loan of Vehicles for the 1961 Christmas Season

Where Agricultural Economics vehicles can be spared, they will be made available, upon request, to local Postal authorities during the Christmas Season.

Withholding Bulk Mailings

To assist the Post Office during the Christmas Holiday Season, all bulk mailings of pamphlets, books, forms and other printed matter should be withheld from the mails during the period December 1 to 26, 1961. Matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels. This Circular in no way affects the handling of ordinary official correspondence.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 60

ACTION DUE BY: December 6, 1961

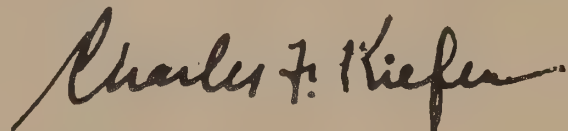
Social Security Numbers

According to a recent change in regulations, any Federal employee who does not now have a Social Security or Railroad Retirement number will be required to have a Social Security number. This is true even if an employee is under the Federal Retirement System and does not have Social Security (FICA) deductions taken from his salary. The requirement that Federal employees have numbers does not in any way affect their status under the Civil Service Retirement System.

The Division of Personnel (DP), MOS, already has Social Security numbers recorded for a number of Agricultural Economics employees. Any employee for whom no Social Security number is recorded by DP is requested to complete a Form SS-5, Application for Social Security Account Number, or to supply his Social Security or Railroad Retirement number if he already has one. An SS-5 and copy of this Circular for each employee with no recorded number is being supplied the appropriate division in Washington, or office in the field. A form letter for transmitting the required information to DP is also being supplied.

The Administrative Officer in Washington, or Officer in Charge in the field, should request each affected employee to complete the SS-5, or furnish his Social Security or Railroad Retirement number if he has one. Return the SS-5's and form letters to DP before December 6, 1961. (Do not send the SS-5 to the Social Security office in accordance with instructions on the form.)

DP will obtain the necessary Social Security numbers for employees, record the information, and forward the account cards to the employees concerned.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

November 22, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

*superseded by
Chapter 2150
SEC Manual
28-62*

AGRICULTURAL ECONOMICS CIRCULAR No. 61

Security of Classified Material

I PURPOSE

This Circular (1) supplements the provision of the USDA Records Security (RS) Regulations for safeguarding official material in the interest of national security, and (2) assigns responsibility in Agricultural Economics for certain of the functions described therein.

The issuance of this Circular does not relieve any person of the responsibility of complying with any Federal statute dealing with the safeguarding of security information, or the RS Regulations.

II AUTHORITY

The RS Regulations, issued under authority of Executive Order 10501, govern the classification of certain official material and the handling of such classified material in the Department. Copies of the RS Regulations are provided to all employees having security clearance.

III CLASSIFICATION OF SECURITY MATERIAL

A Authority To Classify. Only the Secretary of Agriculture, without delegation, is authorized to classify documents in the three categories listed in the RS Regulations; that is, Top Secret, Secret, and Confidential.

B Procedure for Requesting Classifications. All requests to classify material originating in Agricultural Economics shall be prepared and transmitted to the RSO in accordance with Section 4 of the RS Regulations.

C Letters. Letters meriting classification shall be classified at least as high as their classified enclosures. However, when letters do not in themselves contain classified information but merely reply or refer to classified documents, they may be stamped as follows:

"If this letter is separated from its classified enclosure, it is automatically declassified."

AGRICULTURAL ECONOMICS CIRCULAR No. 61

(III C)

This will permit treating of such a letter as a nonsecurity item if it becomes separated from its enclosure.

IV DESIGNATION OF RECORDS SECURITY OFFICER FOR AGRICULTURAL ECONOMICS

The Executive Director, Management Operations Staff, has by name designated the Chief, Records and Communications Branch, Division of Administrative Services, MOS, as the Records Security Officer (RSO) for Agricultural Economics.

V RESPONSIBILITIES

A Employees

1 The responsibility for the safeguarding of classified material shall rest with each employee of Agricultural Economics who has occasion to come into possession of such material or has knowledge thereof.

2 Authorized custodians of security locked files shall be responsible for seeing that the security file is always maintained in such a manner that unauthorized personnel cannot gain access to the contents of the file.

3 Classified documents shall not be removed from the Agriculture Buildings without prior approval of the RSO.

4 All personnel in Agricultural Economics handling or having access to classified material shall familiarize themselves with, and adhere to, the provisions of the RS Regulations.

B Division Directors and Staff Officers. Each division director and staff officer shall:

1 Familiarize himself with the RS Regulations.

2 Cooperate with the RSO in all phases of the security program, to ensure that the RS Regulations are enforced.

3 Request security clearance by memorandum to the Division of Personnel for all employees who in the performance of their official duties will handle or have access to classified material and obtain security

AGRICULTURAL ECONOMICS CIRCULAR No. 61

(V B 3)

clearance before entrusting such employees with classified material. This memorandum shall state the need for security clearance of the individual and shall include in the case of Secret or Top Secret clearance, justification for designating the position "sensitive" if previously "non-sensitive," Exception: Requests for special clearances (other than Confidential, Secret, Top Secret or for Foreign Travel) shall be directed to the RSO.

4 Keep to the Absolute minimum the number of employees having access to classified material.

5 Make certain that each employee under his supervision having security clearance is fully acquainted with the requirements governing the maintenance and handling of classified material, and with his responsibility for its protection.

6 Determine, by consultation with the RSO, the degree of clearance held by any individual, whether employed by Agricultural Economics, another agency or office of the Department, another Federal agency, or anyone outside the Government, before discussing with him or otherwise revealing to him any classified material or information.

7 Obtain necessary storage equipment and locking devices for the safekeeping of classified material through the RSO.

8 Permit no reproduction of classified material without prior clearance through the RSO, and keep such reproduced material to a minimum.

9 Notify the RSO when the room location of any security locked file is changed.

10 Conduct an exit interview with each security cleared employee prior to his separation from Agricultural Economics, making a transcript of the interview. If a personal interview is not feasible, the interview may be in the form of a registered letter to the employee (return receipt requested). Exception: No exit interview is required when an Agricultural Economics employee transfers to another office within the Department and retains security clearance in his new assignment. The division director or staff officer conducting the interview or preparing the letter shall:

(V B 10)

a Impress upon the employee his obligation for maintaining the security of classified information acquired during his service, and bring to his attention the applicable statutory requirements.

b Send a copy of the transcript of the interview or copy of the letter with return receipt attached to the RSO.

11 Report to the RSO in writing any violations of security regulations or procedures.

VI ACCOUNTABILITY REGISTERS

A The RSO is responsible for maintaining a record of all incoming and outgoing Top Secret and Secret material unless a specific office has been authorized to act as his agent for a particular segment of the organization. The receiving office is responsible for notifying the RSO immediately upon receipt of material of these classifications, and for advising him of the nature of the material, the date it is received, and the date it is released.

B Following is a guide to be used for recording classified material:

1 Top Secret. The first receiving office shall attach a cover sheet (to remain permanently attached) to the outside front cover of all Top Secret material. This cover sheet (supplies of which may be obtained through the RSO) shall be signed by each individual receiving or reading the material, and shall indicate the time the material is received and the time it is released. When material is to be sent outside Agricultural Economics, a photocopy of the cover sheet shall be made for and retained in the appropriate Agricultural Economics security file.

2 Secret. No record shall be kept by the RSO of internal movements in Agricultural Economics of Secret material.

3 Confidential. No record shall be kept of Confidential material.

VII SPECIAL RESTRICTION ON DISSEMINATION OF TOP SECRET MATERIAL

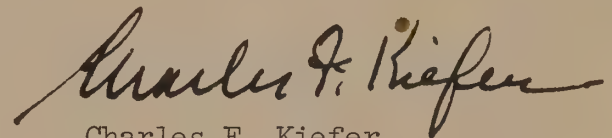
Special precautions shall be taken at all times to limit to the absolute minimum the dissemination of Top Secret material. Only that portion of Top Secret material which is necessary to the proper planning and sound action of an organizational unit or individual shall be released to such source.

VIII TRANSMITTAL OF CLASSIFIED MATERIAL

Classified security material shall be transmitted only under the conditions and through the channels indicated on the chart headed "Transmittal of Classified Material," which is attached as Exhibit A.

IX CUSTODY AND SAFEKEEPING OF CLASSIFIED MATERIAL

The major requirements for the custody and safekeeping of classified material are indicated, for ready reference, on the lower portion of Exhibit A, attached.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

AGRICULTURAL ECONOMICS CIRCULAR No. 61
EXHIBIT A

TRANSMITTAL OF CLASSIFIED MATERIAL

TOP SECRET			SECRET			CONFIDENTIAL - *LIMITED OFFICIAL USE		
Via	Cover	Receipt	Via	Cover	Receipt	Via	Cover	Receipt
Hand <u>1/</u> delivery	: Sealed : double <u>2/</u> : envelope	: Yes	Hand <u>1/</u> delivery	: Sealed : double <u>2/</u> : envelope	: Yes	Hand <u>1/</u> delivery	: Sealed : double <u>2/</u> : envelope	: If deemed : necessary
Classified Top Secret Employee	: Sealed : double <u>2/</u> : envelope	: Yes	: Classified : Messenger	: Sealed : double <u>2/</u> : envelope	: Yes	: Classified : Messenger	: Sealed : double <u>2/</u> : envelope	: If deemed : necessary
NEVER SEND BY MAIL			: Registered : U. S. Mail : <u>3/</u> , <u>4/</u>	: Sealed : double <u>2/</u> : envelope	: Yes	: Registered : U. S. Mail : <u>3/</u> , <u>4/</u>	: Sealed : double <u>2/</u> : envelope	: If deemed : necessary

1/ Delivery by hand of the authorized custodian or security cleared member of his staff.

2/ Inner envelope should bear name, title, full address of addressee, and the security classification. Outer envelope should bear name and address of addressee and sender's return address, but NOT the security classification.

3/ Classified material should never be sent via the postal system of a foreign country.

4/ Return postage receipt requested.

* Limited official use is a State Dept. classification which we must honor the same as confidential.

CUSTODY AND SAFEKEEPING OF CLASSIFIED MATERIAL 5/

TOP SECRET		SECRET	CONFIDENTIAL - *LIMITED OFFICIAL USE	
STORAGE	: AUTHORITY TO TAKE PAPERS : OUT OF AGRL. BUILDINGS	STORAGE	: AUTHORITY TO TAKE PAPERS : OUT OF AGRL. BUILDINGS	
In safes or metal file cabinets equipped with built-in combination locks	: Need written approval of : Records Security Officer	: Metal file cabinet equip- : ped with steel lockbar and : 3-way combination lock	: Need approval of : Records Security Officer	

5/ The possession or knowledge of classified information is confined to only persons whose specific official duties require such information and who have security clearance to the level of the material. An individual is not authorized to gain knowledge of classified information by virtue of his grade or position.

NOTE: For additional information, see USDA Records Security Regulations, or call Agricultural Economics Records Security Officer.

12-11-61

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 62

Table of Contents and Index of
Agricultural Economics Circulars Nos. 1 - 60

The attached Table of Contents and Index of Agricultural Economics Circulars Nos. 1 - 60 will facilitate reference to the Circulars.

Table of Contents

The Table of Contents lists all Circulars through No. 60 and shows the distribution and date of issuance of each. This Table of Contents may be used as a checklist to assure that you have received all Circulars you should have, as indicated by the distribution.

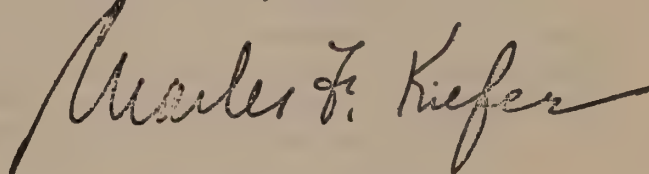
Index

The Index lists the subject matter of the Circulars, arranged alphabetically with a reference to the Circular or Circulars where the subject matter is located. If you have any difficulty in locating material or have any suggestions please let us know.

Additional Copies

To obtain additional copies of the Table of Contents, the Index, or any Circulars you may need, send your request to:

Records and Communications Branch, Directives
Division of Administrative Services, MOS



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

DISTRIBUTION: All Divisions and Offices

12-19-61

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 63

Increase in Travel Allowances

I PURPOSE

This Circular provides travelers of Agricultural Economics interim authorized increases in per diem and mileage allowances covering the travel patterns which most frequently occur in the agencies of Agricultural Economics.

II GENERAL

A On or about January 15, 1962, a comprehensive per diem and mileage allowance Circular will be issued. The provisions of this Circular will apply in the interim.

B The provisions of this Circular supersede any conflicting provision of existing instructions or procedures applicable to Agricultural Economics.

III APPLICABILITY AND EFFECTIVE DATE

Per diem and mileage rates set forth in this Circular shall be uniformly applicable to all employees of ERS, SRS, SEG, and MOS traveling on official business. The rates set forth in this Circular become effective as of December 26, 1961.

IV PER DIEM ALLOWANCES

Per Diem Rate of \$16. A per diem rate of \$16, or other deviation from rates set forth in this Circular, is allowable only upon approval by the respective Administrator or the Executive Director, MOS, of an individual trip authorization, AD-202. The AD-202 must have a justification statement attached, signed by the traveler's authorizing official setting forth the unusual cost factors involved.

A Washington Employees. Travelers from Washington, D. C., to all locations within the continental United States - \$14. Note: The \$14 rate will apply to the first 15 calendar days at any one place at any one time. Thereafter, for a continuous stay at the same place, the per diem rate will be reduced from \$14 to \$12 per day.

DISTRIBUTION: Division Directors and
Staff Officers

Page 1
December 22, 1961

(IV)

B Field Employees.

1 Out-of-State Travel. For out-of-State travel per diem rates shall be as set forth in either existing blanket authorizations, such as Exhibits C attached to Agricultural Economics Circular No. 6, or by individual trip authorizations - AD-202 issued and signed by officers in charge of field offices - such rates not to exceed \$14 per day.

2 Intra-State Travel.

a Regular employees whose usual travel pattern during a year is wholly within the State where they are headquartered - \$12 per day. Note: This \$12 rate will apply to the first 15 calendar days at any one place at any one time. Thereafter, for a continuous stay at the same place, the per diem rate will be reduced from \$12 to \$10 per day.

b WAE employees whose usual travel pattern during a year is wholly within the State where they are headquartered - per diem to be allowed in accordance with rates prescribed in special blanket travel authorizations, copies of which, or references identifying same, are either already set forth in existing Exhibits C, Agricultural Economics Circular No. 6, or will be revised effective on or about January 15, 1962, concurrently with the issuance of the comprehensive per diem and mileage allowance Circular to be issued.

C Special.

1 Locations Where Different Per Diem Rates Apply. If a trip involves visits to cities or locations for which different per diem rates apply, the rate applicable to the city to which travel is being made will become effective at the beginning of the quarter of the day following the quarter in which departure from another city occurs.

2 Transfer of Official Station. The prescribed rate of per diem for travel to effect a transfer of official station is \$16.

3 Per Diem for Continuous Travel of 24 Hours or Less. for continuous travel within the limits of the continental United States of 24 hours or less the prescribed rate of per diem shall be \$8, except as provided below:

(IV C 4)

a When lodging costs are incurred, per diem shall be at the rate of \$14.

b When the travel is for the purpose of effecting a transfer of official station, a \$16 rate is prescribed.

V MILEAGE ALLOWANCES

A Travel by Privately Owned Automobile Advantageous to the Government. A flat rate of nine cents per mile shall be allowed for travel within the continental United States by privately owned automobile when such mode of travel is determined to be advantageous to the Government.

B Travel by Privately Owned Automobile by Personal Preference. A flat rate of six cents per mile shall be allowed for travel by privately owned automobile when the traveler prefers to use his own automobile in lieu of common carrier. This mileage rate is to be in lieu of all other transportation costs, including parking fees, ferry fares, and bridge, road, and tunnel tolls.

C Transportation To and From Terminal.

1 Round Trip Mileage in Lieu of Taxicab. In addition to the authorized 10 cents per mile under section 3.51(1) of the Standardized Government Travel Regulations (SGTR) for round trip mileage from home or place of business to terminal, or from terminal to home or place of business in lieu of the use of taxicab under section 3.1b of SGTR, travelers are authorized actual cost of ferry fares, and bridge, road, and tunnel toll charges not to exceed cost of taxicab services to and from terminal. When mileage is claimed in lieu of taxicab, the travel voucher must contain a statement that "travel by privately owned vehicle, including toll charges, is not in excess of taxi fare to or from such terminal." (See section 3.5b(1), SGTR)

2 One-Way Mileage at Beginning and Ending of Trip in Lieu of Taxicabs. When the traveler elects to drive a privately owned automobile to the terminal and park the car while on official travel, he is authorized 10 cents per mile plus parking fees, ferry fares, and bridge, road, and tunnel toll charges not to exceed cost of taxicab services to

(V C 2)

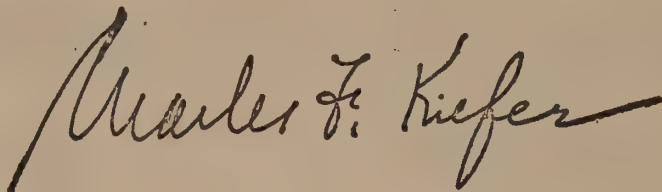
and from terminal. The travel voucher must contain a statement that "travel by privately owned vehicle, including parking fees and toll charges, is not in excess of taxi fares to and from terminal."

VI OTHER ALLOWANCES

Allowances for travel (1) on an actual subsistence expense basis, and (2) for parking fees (when use of privately owned automobile has been determined advantageous to the Government) are already authorized in Agricultural Economics Circular No. 42, General Authorization - Increase in Travel Allowances.

VII ADDITIONAL INFORMATION

Questions concerning provisions of this Circular should be referred to the Division of Budget and Finance, MOS, Extension 3597.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 64

Inventory of Capitalized Property - Field

I PURPOSE

This Circular prescribes (1) an annual physical inventory of property by those field offices having custody of Federally owned capitalized property, and (2) the prompt reporting of all transfers or other disposition of property.

II RESPONSIBILITY OF ACCOUNTABLE PROPERTY OFFICER

Each officer in charge of a field office shall be the accountable property officer for that office and shall himself, or have the property custodian:

A Take an item by item physical count for reporting the annual inventory of all capitalized (formerly nonexpendable) property under his jurisdiction as of December 31 each year, and

B Report promptly all transfers or other disposition of property for adjusting accountability records.

III INVENTORY OF PROPERTY

A Preparation. Report the inventory of Form AD-113, Physical Inventory Report for the Period Ending_____, and AD-113a, Continuation Sheet. Exhibit A, attached, shows a sample inventory. Prepare the report in an original and two copies. Retain one copy and forward the original and one copy signed by the accountable officer to the Division of Administrative Services (DAS) no later than January 31.

B Contents. Property which was recorded as capitalized property but which would now not be considered capitalized as defined in Agricultural Economics Circular No. 53, Accountability for Property and Books.

DISTRIBUTION: All Divisions and Offices
(Field only)

Page 1
December 22, 1961

(III B)

Section III, must be included in the inventory. In most cases this property will have property numbers affixed. The inventory shall include but not necessarily be limited to the following:

1 Property now on hand which was transferred from other agencies to Agricultural Economics as a result of the reorganization.

2 Property acquired subsequent to May 1, 1961, and not included in subparagraph 1 above. This property should be fully described with reference to (1) purchase number and date of receipt of property, (2) transferring office and document and date of receipt of property, (3) cost of item, or (4) other pertinent identifying data.

C Special Provisions. In order to facilitate the reconciliation of inventories with DAS property records, the following should be observed:

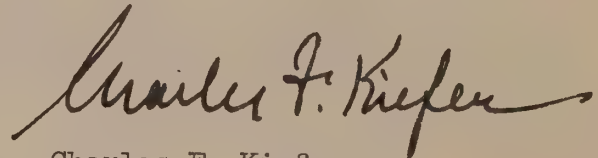
1 Overage Items. If the physical count discloses items on hand that were not on the previous inventory, and a copy of the acquisition document was not forwarded to DAS, such document(s) should accompany the AD-113.

2 Shortage Items. If the physical count discloses that items shown on the previous inventory are not on hand, Form AD-107, Report of Transfer or Other Disposition or Construction of Property, or AD-112, Report of Unserviceable, Lost, or Damaged Property should accompany the AD-113 unless previously furnished to DAS.

3 Excess Property. If the physical count discloses property excess to your needs, Form AD-109, Report of Excess Serviceable Property, listing such items should accompany the AD-113.

IV FORMS AND ADDITIONAL INFORMATION

The forms prescribed by this Circular or any additional information may be obtained from DAS.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

U. S. DEPARTMENT OF AGRICULTURE

Economic Research Service

(Bureau)

PHYSICAL INVENTORY REPORT FOR THE PERIOD ENDING 12-31-61.

Farm Economics Division
(Division)Rural Development Branch
(Unit)University of Arkansas
Fayetteville, Arkansas
(Location)

I certify that I have made or caused to be made a physical inventory of all of the capitalized
property at this office and I further certify that the articles listed on pages 1 to 1,
inclusive, were on hand at close of the business December 31, 1961
(Date)

/s/ Richard Roe
Richard Roe (Signature)

Officer in Charge
(Title)

QUANTITY OR PROPERTY NO.	COMPLETE DESCRIPTION OF ARTICLE
790-CCC	Chair, revolving, with arms
129-FSC	Chair, typist, w/padded seat & back
1487-AMS	Chair, typist, w/padded seat & back
14- FSC	Desk, flat top, 60 x 34"
15- BAE	Desk, flat top, 60 x 34"
1785-ARS	Section, upright, 5 drawer, letter size
1976-ERS	Section, upright, 5 drawer, letter size
1 (no number)	Section, upright, 5 drawer, letter size, P. O. 192-ERS-62, property received 8-10-61, (or AD-107 from SCS, property received 8-15-61), cost \$42.00
KMM-1248765	Typewriter, Royal 11", elite type

Prepare original and 2 copies and forward original
and 1 copy to Division of Administrative Services,
MOS. Keep similiar items grouped by type and list
in alphabetical order.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

January 2, 1962

To: All Divisions and Offices

From: Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Revised Instructions for Employment Under Letter of Authorization

The attached Agricultural Economics Circular gives revised instructions for employment under Letter of Authorization (LA). Effective January 1, 1962, the Civil Service Commission will require the use of Standard Form 50-A, Notice of Short Term Employment, for all temporary limited appointments, including appointments made by field offices under LA. SF-50-A has been devised to include numerical codes which are to be used by the Civil Service Commission in an improved statistical program utilizing ADP (automatic data processing) equipment.

Specific changes in LA employment procedure are:

- 1 Use of SF-50-A in lieu of AD-294 for LA employment.
- 2 Termination of employment by separate actions (Paragraph VII B).
- 3 Changes in distribution of forms (Paragraph VIII).
- 4 Use of numerical codes for locations (on SF-50-A).

Field offices should order their supply of SF-50-A immediately from the Division of Administrative Services, MOS. Use the new forms as soon as you receive your supply. If SF-50-A is not available, field offices may use AD-294 for a limited time only until the supply of SF-50-A is received. However, it will be necessary to provide extra copies for the Civil Service Commission. Since the AD-294 does not provide a copy for CSC, if an appointment is made on AD-294 after January 1, 1962, prepare a second fanfold for the termination and make the same distribution as for the appointment as follows:

Part 1 - to employee
Parts 2 and 4 - to Division
of Personnel

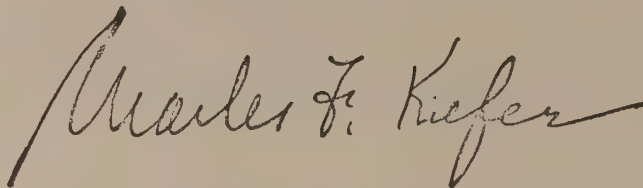
Part 3 - to Division of Budget
and Finance
Part 5 - retain

Employees appointed prior to January 1 by use of AD-294 may be terminated in accordance with procedures outlined in Agricultural Economics Circular No. 37, Employment Under Letter of Authorization, which is superseded by this Circular.

Allotment code numbers have been omitted from a number of the LA appointment forms in the past. The proper allotment code (Item 35 on SF-50-A) must be shown on all appointments in order that payment of salary may be made from the correct fund.

Several questions have been raised as to the possibility of making appointments of enumerators under LA for a period longer than six months. We have been unable to obtain a waiver to the requirement that security forms (SF-85, SF-85, and SF-57) be submitted for appointments which exceed six months. We are unable, therefore, at this time to authorize employment under LA procedures for a period longer than six months.

Attachment

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 66

Employment Under Letter of Authorization

I PURPOSE

To provide a uniform method for the employment under Letter of Authorization of temporary personnel by field offices in ERS and SRS, and to furnish guides for the proper completion of appointment documents.

II GENERAL

A This Circular supersedes Agricultural Economics Circular No. 37, dated August 10, 1961.

B Letter of Authorization (LA) employment is an appointment procedure which may be used outside the Washington, D. C., metropolitan area to make temporary appointment of the types outlined herein without prior approval of the Division of Personnel (DP), MOS, when there is need for emergency assistance. This procedure shall not be used for effecting appointments in the Washington, D. C., metropolitan area

III LETTER OF AUTHORIZATION EMPLOYMENT OFFICERS

The officials who have been delegated authority in Agricultural Economics Circular No. 6 (amended by Agricultural Economics Circular No. 22) to employ personnel under LA are referred to as LA Employment Officers. Any additional designations of LA Employment Officers shall be reported in writing to Division of Budget and Finance (DBF), MOS, and a copy sent to DP.

IV TYPES OF APPOINTMENTS THAT MAY BE MADE UNDER LA

LA employment procedures may be used for employment on a WAE (when actually employed) basis for the two types of appointment given below. All other appointments shall be recommended on SF-52, Request for Personnel Action, for approval of DP and formal appointment.

(IV)

A 30-day "Special Need" under CSC Regulation 2.302 (b)

1 When necessary to meet any legitimate need that cannot be served through appointment under some other existing authority, temporary appointment without examination for NOT TO EXCEED 1 month is permitted under LA procedure.

2 This "Special Need" appointment process may be used for any position at GS-7 and below, with the exception noted in Paragraph V below, but may not be used to exceed a service limitation imposed by some other appointment. A 30-day LA appointment may not be extended nor may more than one such appointment be given to the same person during any 12-month period.

B Enumerators for Not To Exceed Six Calendar Months.

1 Employment of enumerators on a WAE basis under Schedule A-6.111 (a)(5)(iv) is permitted under LA procedures for a maximum period of 6 calendar months. Total employment under this authority shall not exceed 130 days a service year. Count as a full day all days on which any service is performed. For example, if an employee works only 2 hours a day, this is charged as a full day against the 130-day limit.

2 It is the responsibility of the LA employment officer to see that the 130-day limit is not exceeded and that the employee does not work beyond the 6 calendar month period permitted under LA. If the employee does not work 130 days during the 6-month period and his services will be needed beyond the 6-month period permitted under his LA appointment, an SF-52 may be submitted to DP for approval of a formal appointment either for an additional temporary period or for an indefinite appointment. If extended by formal appointment however, prior approval of DP must be obtained and the other appointment shall not exceed 130 days a service year including the original LA appointment.

V RESTRICTIONS ON LA EMPLOYMENT

A Before appointing an enumerator under LA, obtain from the Division's Washington headquarters office authority to fill the position. This authority is not required for 30-day appointments except for Grades GS-5 and above.

(V)

B No applicant who answers "yes" to Item 10 on Form SF-50-A shall be employed unless the LA employment officer determines that he can perform the duties of the position without hazard to himself or others.

C No applicant who answers "yes" to Items 11 through 16 on Form SF-50-A shall be employed under LA and should not be permitted to start work. This may not preclude appointment in such cases, but the action shall be recommended on SF-52 to DP for prior approval.

D Cooperatively controlled agents shall not be employed under LA.

E No person who would have access to material or information classified under the Security Regulations may be employed under LA.

F No person may be employed under the 30-day "special need" authority who has been employed in the Department under a "special need" appointment during the preceding 12 months.

G Non-citizens should not be employed without clearance from DP. If no qualified citizen is available and it is proposed to employ a non-citizen, send full name, date of birth, and country of which applicant is a citizen. DP will advise whether the appointment may be effected.

H A minimum age limit of 18 years shall be observed.

VI FORMS TO BE USED

Appointments under LA shall be reported on Form SF-50-A, Notice of Short-Term Employment. This form is supplied in 5-copy sets. Termination of LA appointments shall also be reported on SF-50-A.

VII PREPARATION OF FORM

A Appointment. Sample forms of SF-50-A are attached as Exhibits.

1 Items To Be Completed by Applicant. Part A, Items 1 through 19 are to be completed by the applicant and should be typed if possible. Otherwise the applicant should use a ball point pen. Date of birth is to be shown in six digits, such as 01-03-12. The applicant should sign

AGRICULTURAL ECONOMICS CIRCULAR No. 66

(VI A 1)

the form in Item 20 in the presence of the official authorized to administer Oath of Office. The LA Employment Officer should review Items 1-19 to be sure all items are completed.

2 Items To Be Completed by LA Employment Officer. The LA Employment Officer shall complete the portion of Item 20 below the employee's signature to show the date, month, and year, and his signature as officer authorized to administer the oath. Part B is the Notice of Personnel Action to be completed by the LA Employment Officer as follows: (Use typewriter if possible)

Item 21. Ask the employee for information as to veterans Preference and check the proper block.

Item 22. Check #2 "FICA."

Item 23. For Enumerators, check Code 171; for "special need" 30-day appointments, check Code 214 and show the NTE date.

Item 24. Show the first day the employee is to work including date he starts to travel if he reports in travel status. Show in 6 digits such as 01-08-62.

Item 25. For Enumerators show Schedule A-6.111 (a)(5)(iv); for "special need" appointments show Reg. 2.302b.

Item 26. Show the position title, such as: "Enumerator" or "Clerk-Typist," "Clerk," "Clerk-Steno," "Statistician," etc. as appropriate. Show the position number if the position has been classified. Otherwise omit the position number.

Item 27. Show "GS" if the position is in the General Schedule; show "WB" if the position is in the Wage board job. Show the occupation code if known. (For Enumerators the Code is 301.)

Item 28. Show the appropriate GS Grade or WB level (usually "3" for Enumerators and "2" or "3" for clerks or clerk typists).

(VI A 2)

Item 29. If a GS-Grade is shown, check the "PA" rate and show the per annum salary rate appropriate for the grade. If a WB Grade is shown, check the "PA" rate and show the hourly rate in accordance with the wage board schedule. Also check the block for "intermittent."

Item 30. Show USDA, and ERS or SRS and other organizational breakdown necessary to identify the office such as: Field Operations Division, State Statistical Office.

Item 31. Show the location of the field office making the appointment, except in cases of Enumerators show location designated as headquarters from which service will be performed. Show city, county, and State.

Item 32. Show code from Exhibit C attached for location shown in Item 31 if such location is included in the exhibit. If not, leave blank and DP will include the code number on the copies received in DP.

Item 33. For Enumerators show 130 days in a service year beginning_____ (Fill in the first date of appointment or anniversary date of original appointment, under Schedule A-6.111 (a)(5)(iv) whether LA or formal, if no break in service of 1 year or more has occurred.)

Item 34. Omit this item. It is not anticipated that regular tours of duty will be established.

Item 35. Be sure to show correct allotment code from which salary is to be paid.

Item 36. Check "no."

Item 37. Omit this item.

Item 38. Show brief description of duties in this item for all appointment actions.

AGRICULTURAL ECONOMICS CIRCULAR No. 66

(VI A 2)

Item 39. Show appropriate agency code as follows:

AG-17 for MOS
AG-18 for ERS
AG-19 for SEG
AG-20 for SRS

Name of agency is: U. S. Department of Agriculture,
add SRS, ERS, etc., as appropriate.

Item 40. Signature of LA Employment Officer and date
shall appear in this space.

B Termination. To terminate an LA appointment another
SF-50-A will be required. The LA appointing officer shall type Items
1, 2, and 3 of Part A and Items 21, 22, and 26 through 32 of Part B
from information shown on the appointment form. Complete items shown
below as follows: (Sample forms are attached as Exhibits.)

Item 23. Check Code 352 or 317, whichever is appropriate.

Item 24. Show effective date of termination.

Item 33. Omit this item.

Item 34. Omit this item.

Item 35. Show the current allotment code.

Item 36. Omit this item.

Item 37. Omit this item.

Item 38. If termination is prior to the NTE date,
state reason. If employment is being continued by
formal appointment, insert "Employment continued
without break in service." If employee resigns, state
the reason. In both terminations and resignations, give
any derogatory facts known at the time of separation.
Such facts may affect the employee's suitability for
future Federal employment or eligibility for unemploy-
ment compensation.

AGRICULTURAL ECONOMICS CIRCULAR No. 66

(VI B)

Show the total number of days in pay status of appointment being terminated. Check the appropriate block to show whether appointment is terminated because of expiration of appointment, lack of work or funds, or whether another job was offered; and the "From Appointment of 6 mos. or less" block. Check certification as to property accountability unless employment is being continued by formal appointment without break in service, in which case leave blank. Show address to which employee wants final check mailed.

Item 39. Same as on the appointment, SF-50-A.

Item 40. Same as on the appointment, SF-50-A.

VIII DISTRIBUTION OF FORM

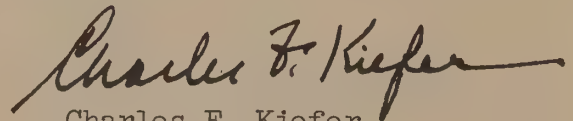
Make the following distribution promptly of SF-50-A for both appointments and terminations:

Give Part 2 (Employee Copy) to employee.

Send Part 1 (official personnel folder) and Part 3 (Civil Service Commission's copy) to DP, MOS.

Send Part 4 (Payroll Copy) to DBF, MOS.

Retain Part 5 for your records.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

Standard Form 50-A
April 1961
U.S. CIVIL SERVICE COMMISSION
PFM R-1NOTICE OF SHORT TERM
EMPLOYMENT**PART A. APPLICATION FOR FEDERAL EMPLOYMENT** (For use of the APPLICANT - READ "INSTRUCTIONS TO APPLICANT" on the back of the LAST copy of this form before you fill out Items 1 through 19.) WARNING--Making false statements on this form is punishable by law.

1. Name (Last-first-middle or initial) (PLEASE PRINT) Smith, John William	☒ Mr. ☐ Mrs. ☐ Miss	2. Birth Date (Mo., day, year) 05-27-13	3. Social Security Number 518-29-8753
4. Home Address (Number, Street, City, Zone, and State) 6219 Tremont Avenue Des Moines, Iowa	Phone Number AL 6-4021		
5. In an EMERGENCY notify: (Name, Number and Street, City, Zone, State) Mrs. John W. Smith	Phone Number AL 6-4021		
6. Total number of exemptions, including yourself, claimed for Federal income tax purposes --- 1			
7. List Dates and Branch of all active Military Service From 5-16-34 To 5-15-36 Branch AAF Kinds of Discharge ☒ Honorable ☐ Other, explain in Item 18			
8. If you have had Federal civilian service, give total time worked 3 Years 2 Months 6 Days, and give in Item 18 the name and address of the last agency you worked for and date of separation.			

ANSWER BY PLACING AN "X" IN THE PROPER COLUMN	YES	NO
9. Are you a citizen of the United States? If No, give country of which you are a citizen: _____	X	
10. Do you now have a contagious disease, or any physical defect or disability? If Yes, explain in Item 18.		X
11. Are you now employed by a Federal agency, or are you receiving a lump-sum payment from a Federal agency for leave extending into the date of this application? If Yes, explain in Item 18.		X
12. Do you receive or have you applied for retirement pay based upon military or Federal civilian service? If Yes, explain in Item 18.		X
13. Are you an official or an employee of any State, territory, county, or municipality? If Yes, explain in Item 18.		X
14. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting a civil service appointment? If Yes, explain in Item 18.		X
15. Have you ever been discharged (fired) from any job, or have you quit after being informed that your employer intended to discharge (fire) you for any reason? If Yes, give in Item 18 the name and address of employer, date, and reasons in each case.		X
16. Have you ever been arrested since your 16th birthday? (Do not list traffic violations for which you were fined \$30 or less or forfeited collateral of \$30 or less.) If Yes, give in Item 18, the date, charge, place, law-enforcing authority, and action taken in each case.		X
17. List in Item 18 any trade or profession in which you hold a license or certificate, the State in which it was issued, and the name of the issuing organization.		

18. DETAILED ANSWERS
Item No. 8
U. S. Dept. of Commerce
Bureau of Census
Des Moines, Iowa

Terminated from Temp. Appt. 6-13-52
Work Completed

(If more space is needed, continue on plain paper—give name and date of birth at top, and attach.)

19. I certify that the statements made in this application are true to the best of my information and belief.

Applicant's (Signature of Applicant) Date 1-8-62

20. I SWEAR (or affirm) to the oath and the appointment affidavits on the reverse of this form.

Appointee's (Signature of Appointee)
Signature 8thSUBSCRIBED AND SWORN (or affirmed) before me on this
day of January, A.D. 1962

(Signature of Authorized Officer)

Signature and Title of Officer Authorized to Administer Oath

PART B. NOTICE OF PERSONNEL ACTION (For use of agency)

21. VET. PREF. ☐ 1-No ☒ 2-5 pt. ☐ 3-10 pt. ☐ 4-10 pt. ☐ 5-10 pt. ☐ 6-10 pt. ☐ 7-10 pt. ☐ 8-10 pt. ☐ 9-10 pt. ☐ 10-10 pt. ☐ 11-10 pt. ☐ 12-10 pt. ☐ 13-10 pt. ☐ 14-10 pt. ☐ 15-10 pt. ☐ 16-10 pt. ☐ 17-10 pt. ☐ 18-10 pt. ☐ 19-10 pt. ☐ 20-10 pt. ☐ 21-10 pt. ☐ 22-10 pt. ☐ 23-10 pt. ☐ 24-10 pt. ☐ 25-10 pt. ☐ 26-10 pt. ☐ 27-10 pt. ☐ 28-10 pt. ☐ 29-10 pt. ☐ 30-10 pt. ☐ 31-10 pt. ☐ 32-10 pt. ☐ 33-10 pt. ☐ 34-10 pt. ☐ 35-10 pt. ☐ 36-10 pt. ☐ 37-10 pt. ☐ 38-10 pt. ☐ 39-10 pt. ☐ 40-10 pt. ☐ 41-10 pt. ☐ 42-10 pt. ☐ 43-10 pt. ☐ 44-10 pt. ☐ 45-10 pt. ☐ 46-10 pt. ☐ 47-10 pt. ☐ 48-10 pt. ☐ 49-10 pt. ☐ 50-10 pt. ☐ 51-10 pt. ☐ 52-10 pt. ☐ 53-10 pt. ☐ 54-10 pt. ☐ 55-10 pt. ☐ 56-10 pt. ☐ 57-10 pt. ☐ 58-10 pt. ☐ 59-10 pt. ☐ 60-10 pt. ☐ 61-10 pt. ☐ 62-10 pt. ☐ 63-10 pt. ☐ 64-10 pt. ☐ 65-10 pt. ☐ 66-10 pt. ☐ 67-10 pt. ☐ 68-10 pt. ☐ 69-10 pt. ☐ 70-10 pt. ☐ 71-10 pt. ☐ 72-10 pt. ☐ 73-10 pt. ☐ 74-10 pt. ☐ 75-10 pt. ☐ 76-10 pt. ☐ 77-10 pt. ☐ 78-10 pt. ☐ 79-10 pt. ☐ 80-10 pt. ☐ 81-10 pt. ☐ 82-10 pt. ☐ 83-10 pt. ☐ 84-10 pt. ☐ 85-10 pt. ☐ 86-10 pt. ☐ 87-10 pt. ☐ 88-10 pt. ☐ 89-10 pt. ☐ 90-10 pt. ☐ 91-10 pt. ☐ 92-10 pt. ☐ 93-10 pt. ☐ 94-10 pt. ☐ 95-10 pt. ☐ 96-10 pt. ☐ 97-10 pt. ☐ 98-10 pt. ☐ 99-10 pt. ☐ 100-10 pt.	22. RETIREMENT COVERAGE ☐ 1-CS ☒ 2-FICA ☐ 4-None	
23. NATURE OF ACTION ☒ 171 Excepted Appointment ☐ 110 Temporary Appointment (from register) ☐ 761 Extension of Excepted Appointment ☐ 113 Temporary Appointment (outside register) ☐ 214 Temporary Appointment (special need) ☐ 760 Extension of Temporary Appointment ☐ 352 Termination ☐ 317 Resignation ☐ Other (Specify Code and Term) _____		EMPLOYMENT NOT TO EXCEED 07-07-62 (Mo., day, yr.)
24. Effective Date 01-08-62	25. Civil Service or Other Legal Authority Sched. A.6.111(a)(5)(iv)	
26. Position Title and Number (if any) Enumerator GS-3		SJ-4
27. Pay Plan and Occupation Code GS - 301	28. Grade or Level 3	
29. Salary 3760 ☒ PA ☐ PD ☐ PH ☐ Other (Specify) _____ \$ ☐ Full-time ☐ Part-time ☒ Intermittent		
30. Name and Address of Employing Office SRS, Field Operations Division State Stat. Office, Des Moines, Iowa		
31. Duty Station (City, County, State) Des Moines, Polk Co., Iowa	32. Location Code (State-City-County) 14-2260-153	
33. Total work is not to exceed 130 days _____ hours in a service year beginning 01-08-62 (date)		
34. If not full time and a regular tour of duty is set, give days of week and hours of each day to be worked:		

35. Appropriation: 201-S-1-00F-10
36. Earns Leave: ☒ No ☐ Sick ☐ Annual ☐ Both sick and annual
37. Minimum qualification standards met: ☐ Yes ☐ No
38. REMARKS (If separation, give specific reasons, and check or complete applicable items below.) Duties: Interviews farmers to obtain detailed information on acreage, including measurement to obtain production estimates for wheat survey

☐ Expiration of Appointment ☐ Lack of work (funds) ☐ No job offer ☐ From Appointment of 6 mos. or less☐ I certify that all Government property and permits have been accounted for and that except as otherwise shown no amount is due the Government from this employee incident to this employment.Your final check and Form W-2 will be mailed to your
☐ Home address ☐ Emergency address—or to (specify):

39. Agency Code AG-20 Name of Employing Department or Agency Dept. of Agriculture, SRS

40. Signature (or other authentication) and Title
(Signature of IA Employment Officer)
Date: 1-8-62

NOTICE OF SHORT TERM
EMPLOYMENT

PART A. APPLICATION FOR FEDERAL EMPLOYMENT (For use of the APPLICANT—READ "INSTRUCTIONS TO APPLICANT" on the back of the LAST copy of this form before you fill out Items 1 through 19.) **WARNING**—Making false statements on this form is punishable by law.

1. Name (Last—first—middle or initial) (PLEASE PRINT)
Smith, John William

☒ Mr.
☐ Mrs.
☐ Miss

2. Birth Date
(Mo., day, year)
05-27-13

3. Social Security Number
518-29-8753

4. Home Address (Number, Street, City, Zone, and State)

Phone Number

5. In an EMERGENCY notify: (Name, Number and Street, City, Zone, State)

Phone Number

6. Total number of exemptions, including yourself, claimed for Federal income tax purposes

7. List Dates and Branch of all active Military Service

From To Branch

Kinds of Discharge ☐ Honorable ☐ Other, explain in Item 18

8. If you have had Federal civilian service, give total time worked

Years Months Days, and give in Item 18 the name and address of the last agency you worked for and date of separation.

ANSWER BY PLACING AN "X" IN THE PROPER COLUMN

YES NO

9. Are you a citizen of the United States?

If No, give country of which you are a citizen:

10. Do you now have a contagious disease, or any physical defect or disability?

If Yes, explain in Item 18.

11. Are you now employed by a Federal agency, or are you receiving a lump-sum payment from a Federal agency for leave extending into the date of this application?

If Yes, explain in Item 18.

12. Do you receive or have you applied for retirement pay based upon military or Federal civilian service? If Yes, explain in Item 18.

13. Are you an official or an employee of any State, territory, county, or municipality?

If Yes, explain in Item 18.

14. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting a civil service appointment? If Yes, explain in Item 18.

15. Have you ever been discharged (fired) from any job, or have you quit after being informed that your employer intended to discharge (fire) you for any reason? If Yes, give in Item 18 the name and address of employer, date, and reasons in each case.

16. Have you ever been arrested since your 16th birthday? (Do not list traffic violations for which you were fined \$30 or less or forfeited collateral of \$30 or less.) If Yes, give in Item 18, the date, charge, place, law-enforcing authority, and action taken in each case.

17. List in Item 18 any trade or profession in which you hold a license or certificate, the State in which it was issued, and the name of the issuing organization.

18. DETAILED ANSWERS

Item No.

(If more space is needed, continue on plain paper—give name and date of birth at top, and attach.)

19. I certify that the statements made in this application are true to the best of my information and belief.

Applicant's
Signature

Date

20. I SWEAR (or affirm) to the oath and the appointment affidavits on the reverse of this form.

Appointee's
Signature

SUBSCRIBED AND SWORN (or affirmed) before me on this

day of , A.D. 19

Signature and Title of Officer Authorized to Administer Oath

PART B. NOTICE OF PERSONNEL ACTION (For use of agency)

21. VET. PREF. ☐ 1—No ☒ 2— 5 pt. ☐ 3—10 pt. ☐ 4—10 pt. ☐ 5—10 pt. ☐ Other
Disab. Comp.

22. RETIREMENT COVERAGE
☐ 1—CS ☒ 2—FICA ☐ 4—None

23. NATURE OF ACTION

☐ 171 Excepted Appointment ☐ 110 Temporary Appointment (from register)

☐ 761 Extension of Excepted Appointment ☐ 113 Temporary Appointment (outside register)

☐ 214 Temporary Appointment (special need) ☐ 760 Extension of Temporary Appointment

☒ 352 Termination ☐ 317 Resignation

☐ Other (Specify Code and Term)

EMPLOYMENT
NOT TO EXCEED

(Mo., day, yr.)

24. Effective Date

07-07-62

25. Civil Service or Other Legal Authority

26. Position Title, and Number (if any)

Enumerator GS-3

SJ-4

27. Pay Plan and Occupation Code

GS - 301

28. Grade or Level

3

29. Salary 3760 ☒ PA ☐ PD ☐ PH

☐ Other (Specify) \$

☐ Full-time ☐ Part-time ☐ Intermittent

30. Name and Address of Employing Office

SRS, Field Operations Division

State Stat. Office, Des Moines, Iowa

31. Duty Station (City, County, State)

Des Moines, Polk Co., Iowa

32. Location Code (State-City-County)

14-2260-153

33. Total work is not to exceed days hours

in a service year beginning (date)

34. If not full time and a regular tour of duty is set, give days of week and hours of each day to be worked:

35. Appropriation: 201-S-I-00F-10

36. Earns Leave: ☐ No ☐ Sick ☐ Annual ☐ Both sick and annual

37. Minimum qualification standards met: ☐ Yes ☐ No

38. REMARKS (If separation, give specific reasons, and check or complete applicable items below.)

(See Section VI B, Item 38)

☒ Expiration of Appointment ☐ Lack of work (funds) ☒ No job offer ☒ From Appointment of 6 mos. or less

☒ I certify that all Government property and permits have been accounted for and that except as otherwise shown no amount is due the Government from this employee incident to this employment.

Your final check and Form W-2 will be mailed to your

☒ Home address ☐ Emergency address—or to (specify):

39. Agency Code Name of Employing Department or Agency

AG-20

Dept. of Agriculture, SRS

40. Signature (or other authentication) and Title

(Signature of LA employment Officer)

Date: 7-9-62

GUIDE FOR PREPARATION OF SF-50-A
FOR 30-DAY SPECIAL NEED APPOINTMENT

AL CIRCULAR 66
EXHIBIT B-1

Standard Form 50-A
April 1961
U.S. CIVIL SERVICE COMMISSION
FPM R-1

NOTICE OF SHORT TERM
EMPLOYMENT

PART A. APPLICATION FOR FEDERAL EMPLOYMENT (For use of the APPLICANT—READ "INSTRUCTIONS TO APPLICANT" on the back of the LAST copy of this form before you fill out Items 1 through 19.) WARNING—Making false statements on this form is punishable by law.

1. Name (Last—first—middle or initial) (PLEASE PRINT) Smith, Mary Jane		☐ Mr. ☐ Mrs. ☒ Miss
4. Home Address (Number, Street, City, Zone, and State) 6219 Tremont Avenue Des Moines, Iowa		Phone Number AL 6-4021
5. In an EMERGENCY notify: (Name, Number and Street, City, Zone, State) Mrs. John W. Smith		Phone Number AL 6-4021
6. Total number of exemptions, including yourself, claimed for Federal income tax purposes --- 1		
7. List Dates and Branch of all active Military Service		
From	To	Branch
Kinds of Discharge ☐ Honorable ☐ Other, explain in Item 18		
8. If you have had Federal civilian service, give total time worked 3 Years 2 Months 6 Days, and give in Item 18 the name and address of the last agency you worked for and date of separation.		
ANSWER BY PLACING AN "X" IN THE PROPER COLUMN		YES NO
9. Are you a citizen of the United States? If No, give country of which you are a citizen: -----		X
10. Do you now have a contagious disease, or any physical defect or disability? If Yes, explain in Item 18.		X
11. Are you now employed by a Federal agency, or are you receiving a lump-sum payment from a Federal agency for leave extending into the date of this application? If Yes, explain in Item 18.		X
12. Do you receive or have you applied for retirement pay based upon military or Federal civilian service? If Yes, explain in Item 18.		X
13. Are you an official or an employee of any State, territory, county, or municipality? If Yes, explain in Item 18.		X
14. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting a civil service appointment? If Yes, explain in Item 18.		X
15. Have you ever been discharged (fired) from any job, or have you quit after being informed that your employer intended to discharge (fire) you for any reason? If Yes, give in Item 18 the name and address of employer, date, and reasons in each case.		X
16. Have you ever been arrested since your 16th birthday? (Do not list traffic violations for which you were fined \$30 or less or forfeited collateral of \$30 or less.) If Yes, give in Item 18, the date, charge, place, law-enforcing authority, and action taken in each case.		X
17. List in Item 18 any trade or profession in which you hold a license or certificate, the State in which it was issued, and the name of the issuing organization.		

18. DETAILED ANSWERS
Item No. 8

U. S. Dept. of Commerce
Bureau of Census
Des Moines, Iowa

Terminated from Temp. Appt. 6-13-52
Work completed

(If more space is needed, continue on plain paper—give name and date of birth at top, and attach.)

19. I certify that the statements made in this application are true to the best of my information and belief.

Applicant's Signature (Signature of Applicant) Date 1-8-62

20. I SWEAR (or affirm) to the oath and the appointment affidavits on the reverse of this form.

Appointee's Signature (Signature of Appointee)

SUBSCRIBED AND SWORN (or affirmed) before me on this 8th day of January 62, A.D. 19

(Signature of Authorized Officer)

Signature and Title of Officer Authorized to Administer Oath

PART B. NOTICE OF PERSONNEL ACTION (For use of agency)	
21. VET. PREF. ☒ 1—No ☐ 2—5 pt. ☐ 3—10 pt. Disab. ☐ 4—10 pt. Comp. ☐ 5—10 pt. Other	22. RETIREMENT COVERAGE ☐ 1—CS ☒ 2—FICA ☐ 4—None
23. NATURE OF ACTION	
☐ 171 Excepted Appointment ☐ 761 Extension of Excepted Appointment ☒ 214 Temporary Appointment (special need) ☐ 352 Termination	☐ 110 Temporary Appointment (from register) ☐ 113 Temporary Appointment (outside register) ☐ 760 Extension of Temporary Appointment ☐ 317 Resignation
24. Effective Date 01-08-62	
25. Civil Service or Other Legal Authority Reg. 2.302(b)	
26. Position Title, and Number (if any) Clerk-Typist. GS-2	
27. Pay Plan and Occupation Code GS-322	28. Grade or Level 2
29. Salary 3500 ☒ PA ☐ PD ☐ PH	
☐ Other (Specify) ----- \$	
☐ Full-time ☐ Part-time ☒ Intermittent	
30. Name and Address of Employing Office SRS, Field Operations Division State Stat. Office, Des Moines, Iowa	
31. Duty Station (City, County, State) Des Moines, Polk Co., Iowa	32. Location Code (State-City-County) 14-2260-153
33. Total work is not to exceed ----- days ----- hours in a service year beginning ----- (date)	
34. If not full time and a regular tour of duty is set, give days of week and hours of each day to be worked:	
35. Appropriation: 201-S-1-00F-10	
36. Earns Leave: ☒ No ☐ Sick ☐ Annual ☐ Both sick and annual	
37. Minimum qualification standards met: ☐ Yes ☐ No	
38. REMARKS (If separation, give specific reasons, and check or complete applicable items below.)	

Duties:
To type routine letters, memos., and statistical tables, and file correspondence.

☐ Expiration of Appointment ☐ Lack of work (funds) ☐ No job offer ☐ From Appointment of 6 mos. or less

☐ I certify that all Government property and permits have been accounted for and that except as otherwise shown no amount is due the Government from this employee incident to this employment.

Your final check and Form W-2 will be mailed to your
☐ Home address ☐ Emergency address—or to (specify):

39. Agency Code AG-20 Name of Employing Department or Agency U. S. Dept. of Agriculture, SRS

40. Signature (or other authentication) and Title (Signature of LA Employment Officer)

Date: 1-8-62

1-2-62

Standard Form 50-A
April 1961
U.S. CIVIL SERVICE COMMISSION
FPM R-1

NOTICE OF SHORT TERM EMPLOYMENT

PART A. APPLICATION FOR FEDERAL EMPLOYMENT (For use of the APPLICANT—READ "INSTRUCTIONS TO APPLICANT" on the back of the LAST copy of this form before you fill out Items 1 through 19.) WARNING—Making false statements on this form is punishable by law.

1. Name (Last—first—middle or initial) (PLEASE PRINT) Smith, Mary Jane		☐ Mr. ☐ Mrs. ☒ Miss
4. Home Address (Number, Street, City, Zone, and State)		Phone Number
5. In an EMERGENCY notify: (Name, Number and Street, City, Zone, State) Phone Number		
6. Total number of exemptions, including yourself, claimed for Federal income tax purposes		
7. List Dates and Branch of all active Military Service		
From	To	Branch
Kinds of Discharge ☐ Honorable ☐ Other, explain in Item 18		
8. If you have had Federal civilian service, give total time worked		
Years Months Days, and give in Item 18 the name and address of the last agency you worked for and date of separation.		
ANSWER BY PLACING AN "X" IN THE PROPER COLUMN		
9. Are you a citizen of the United States? If No, give country of which you are a citizen:	YES	NO
10. Do you now have a contagious disease, or any physical defect or disability? If Yes, explain in Item 18.		
11. Are you now employed by a Federal agency, or are you receiving a lump-sum payment from a Federal agency for leave extending into the date of this application? If Yes, explain in Item 18.		
12. Do you receive or have you applied for retirement pay based upon military or Federal civilian service? If Yes, explain in Item 18.		
13. Are you an official or an employee of any State, territory, county, or municipality? If Yes, explain in Item 18.		
14. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting a civil service appointment? If Yes, explain in Item 18.		
15. Have you ever been discharged (fired) from any job, or have you quit after being informed that your employer intended to discharge (fire) you for any reason? If Yes, give in Item 18 the name and address of employer, date, and reasons in each case.		
16. Have you ever been arrested since your 16th birthday? (Do not list traffic violations for which you were fined \$30 or less or forfeited collateral of \$30 or less.) If Yes, give in Item 18, the date, charge, place, law-enforcing authority, and action taken in each case.		
17. List in Item 18 any trade or profession in which you hold a license or certificate, the State in which it was issued, and the name of the issuing organization.		
18. DETAILED ANSWERS Item No.		

PART B. NOTICE OF PERSONNEL ACTION (For use of agency)

21. VET. PREF. ☒ 1—No ☐ 2— 5 pt. ☐ 3—10 pt. Disab. ☐ 4—10 pt. Comp. ☐ 5—10 pt. Other		22. RETIREMENT COVERAGE ☐ 1—CS ☒ 2—FICA ☐ 4—None
23. NATURE OF ACTION		
☐ 171 Excepted Appointment ☐ 110 Temporary Appointment (from register)		
☐ 761 Extension of Excepted Appointment ☐ 113 Temporary Appointment (outside register)		
☐ 214 Temporary Appointment (special need) ☐ 760 Extension of Temporary Appointment		
☒ 352 Termination ☐ 317 Resignation (Mo., day, yr.)		
☐ Other (Specify Code and Term)		
24. Effective Date 02-07-62	25. Civil Service or Other Legal Authority	
26. Position Title, and Number (if any) Clerk-Typist GS-2		
27. Pay Plan and Occupation Code GS - 322	28. Grade or Level 2	
29. Salary 3500 ☒ PA ☐ PD ☐ PH		
☐ Other (Specify) \$		
☐ Full-time ☐ Part-time ☐ Intermittent		
30. Name and Address of Employing Office SRS, Field Operations Division State Stat. Office, Des Moines, Iowa		
31. Duty Station (City, County, State) Des Moines, Polk Co., Iowa	32. Location Code (State-City-County) 14-2260-153	
33. Total work is not to exceed days hours in a service year beginning (date)		
34. If not full time and a regular tour of duty is set, give days of week and hours of each day to be worked:		
35. Appropriation: 201-S-1-00F-10		
36. Earns Leave: ☐ No ☐ Sick ☐ Annual ☐ Both sick and annual		
37. Minimum qualification standards met: ☐ Yes ☐ No		
38. REMARKS (If separation, give specific reasons, and check or complete applicable items below.)		

(See Section VI B, Item 38)

(If more space is needed, continue on plain paper—give name and date of birth at top, and attach.)

19. I certify that the statements made in this application are true to the best of my information and belief.

Applicant's Signature Date

20. I SWEAR (or affirm) to the oath and the appointment affidavits on the reverse of this form.

Appointee's Signature

SUBSCRIBED AND SWORN (or affirmed) before me on this

day of A.D. 19

Signature and Title of Officer Authorized to Administer Oath

☒ Expiration of Appointment ☐ Lack of work (funds) ☒ No job offer ☒ From Appointment of 6 mos. or less

☒ I certify that all Government property and permits have been accounted for and that except as otherwise shown no amount is due the Government from this employee incident to this employment.

Your final check and Form W-2 will be mailed to your
☒ Home address ☐ Emergency address—or to (specify):

39. Agency Code Name of Employing Department or Agency
AG-20 Dept. of Agriculture, SRS

40. Signature (or other authentication) and Title
Signature of LA Employment Officer)

Date: 2-8-62

GEOGRAPHICAL LOCATION CODES

State	Codes			State	Codes		
	St.	City	Co.		St.	City	Co.
Alabama				Indiana			
Montgomery	01	2130	101	West Lafayette	13	5200	157
				Lafayette	13	2480	157
Alaska				Iowa			
Palmer	50	2000		Ames	14	0230	169
Arizona				Des Moines	14	2260	153
Tucson	02	0530	019	Iowa City	14	4050	103
Phoenix	02	0370	013				
Arkansas				Kansas			
Little Rock	03	2320	119	Topeka	15	5400	177
Fayetteville	03	1310	143	Manhattan	15	3490	161
Paris	03	3050	083	Kentucky			
California				Louisville	16	2090	111
Davis	04	0980	113	Lexington	16	1980	067
Sacramento	04	3150	067	Louisiana			
Albany	04	0020	001	Alexandria	17	0040	079
Berkeley	04	0340	001	Baton Rouge	17	0150	033
				New Orleans	17	1690	071
Colorado							
Fort Collins	05	0860	069	Maryland			
Denver	05	0600	031	College Park	19	0370	033
Connecticut				Massachusetts			
Storrs	06	0713	013	Amherst	20	0030	015
				Boston	20	0120	025
Delaware				Michigan			
Newark	07	0360	003	Lansing	21	2700	065
				East Lansing	21	1430	065
Florida				Minnesota			
Orlando	09	2360	095	St. Paul	22	6330	123
Gainesville	09	1130	001				
Georgia				Mississippi	23		
Atlanta	10	0280	121	State College	23	2435	105
Athens	10	0270	059	Columbus	23	0540	087
Experiment	10	2050	255	Jackson	23	1220	049
				Stoneville	23	2455	151
Hawaii				Missouri			
Honolulu	51	2400	003	Columbia	24	1800	019
Idaho				Montana			
Boise	11	0160	001	Bozeman	25	0130	031
				Helena	25	0590	049
Illinois							
Peoria	12	6850	143				
Springfield	12	8220	167				
Chicago	12	1670	031				
Urbana	12	8770	019				

GEOGRAPHICAL LOCATION CODES

State	Codes			State	Codes		
	St.	City	Co.		St.	City	Co.
Nebraska				Texas			
Lincoln	26	2830	109	Austin	42	0330	453
				College Station	42	1440	041
New Hampshire				Utah			
Durham	28	0100	017	Salt Lake City	43	1700	035
New Jersey				Logan	43	9889	055
Trenton	29	3380	021	Virginia			
New Mexico				Richmond	45	2060	000
Las Cruces	30	0470	018	Blacksburg	45	0180	121
New York				Washington			
Albany	31	0050	001	Seattle	46	1960	033
Ithaca	31	2940	109	Pullman	46	1760	075
North Carolina				West Virginia			
Raleigh	32	3750	183	Charleston	47	0480	039
North Dakota				Wisconsin			
Fargo	33	1020	017	Madison	48	2780	025
Ohio				Wyoming			
Columbus	34	1800	049	Cheyenne	49	0100	021
Oklahoma							
Oklahoma City	35	3550	109				
Stillwater	35	4460	119				
Oregon							
Salem	36	1810	047				
Portland	36	1650	051				
Corvallis	36	0420	003				
Pennsylvania							
Harrisburg	37	3500	043				
Philadelphia	37	6540	101				
South Carolina							
Columbia	39	0520	079				
Clemson	39	0460	077				
South Dakota							
Sioux Falls	40	2450	099				
Newell	40	1960	019				
Brookings	40	0360	011				
Tennessee							
Nashville	41	1760	037				
Knoxville	41	1300	093				

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 67

ACTION BY: January 12, 1962

Cancellation or Revision of Existing Exhibits C -
Agricultural Economics Circular No. 6

I PURPOSE

This Circular sets forth the method for either canceling, or revising and reissuing existing Exhibits C (per diem and mileage allowances for each Division and Staff Office of Agricultural Economics) attached to Agricultural Economics Circular No. 6.

II GENERAL

A As stated in Agricultural Economics Circular No. 63, a comprehensive per diem and mileage allowance Circular will be issued in the near future. The provisions of Circular No. 63 will be included in the comprehensive Circular except that existing Exhibits C now attached to Agricultural Economics Circular No. 6 will be either canceled or revised.

B The comprehensive Circular will prescribe a flat per diem rate of \$14 for all field employees traveling to Washington, D. C. The \$14 rate will apply to the first 15 calendar days in Washington, D. C. Thereafter, for a continuous stay in Washington the per diem rate will be reduced from \$14 to \$12 per day.

III ACTION BY DIVISIONS OR STAFF OFFICES

Since existing Exhibits C to Agricultural Economics Circular No. 6 must be either canceled or revised, each division or staff office shall immediately review the types of travel performed by its employees and take the following action:

A If the per diem and mileage provisions of Agricultural Economics Circular No. 63 cover all of the travel patterns of the division or office, submit a memorandum to the Division of Budget and Finance (DBF), MOS, requesting the cancellation of the existing Exhibit C pertinent to the

DISTRIBUTION: Division Directors and
Staff Officers

Page 1
January 3, 1962

(III A)

division or office. Cite the number of the exhibit. In these cases the comprehensive Circular will become the General Authorization relative to mileage and per diem allowances.

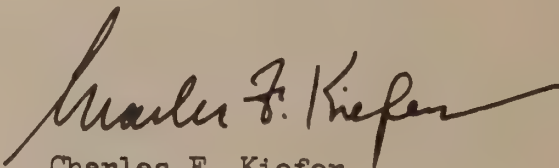
B If a division or office needs to issue supplementary blanket authorizations (as distinguished from AD-202, Individual Trip Authorization) to authorize special per diem rates where flat, uniform rates are not prescribed, submit a memorandum to DBF requesting a revision of the existing Exhibit C. Cite the number of the exhibit to be revised and prepare a new exhibit, similar in format to the existing Exhibit C but without an identifying letter or number, setting forth the special rates, or where applicable, making reference to a separate blanket authorization issued by the division or office for the same purpose. Send a copy of the proposed new exhibit to DBF with the memorandum requesting revision of the existing exhibit.

IV ACTION BY DBF

DBF will review the proposed new exhibits and assign numbers to them. These exhibits will be made a part of the comprehensive per diem and mileage allowances Circular and will become effective concurrently with the effective date of that Circular.

V DUE DATE

Memorandums requesting either cancellation or revision of existing exhibits shall be sent to DBF not later than January 12, 1962.


Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 68

Income Tax Advisory Service

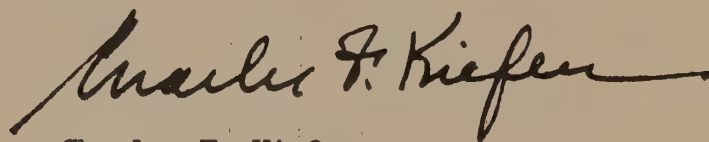
In accordance with the Government-wide plan of cooperating with the Internal Revenue Service and the District of Columbia, Roosevelt Butler of the Division of Budget and Finance has been designated to advise ERS, SRS, SEG, and MOS employees on questions they may have in connection with their 1961 Federal and District of Columbia income tax returns. He is not authorized to prepare or revise individual tax report forms.

This service will be available effective January 16, 1962. Mr. Butler may be consulted in room 0310, South Building, or by calling Extension 7276 during the following days and hours:

<u>Period</u>	<u>Days</u>	<u>Hours</u>
January 16 through April 5	Tuesdays and Thursdays	9 a.m. - 12 noon
April 9 through April 16	Each workday	9 a.m. - 12 noon

Observance of these hours will increase the effectiveness and scope of the tax service in that Agricultural Economics employees will be able to discuss their tax questions without interruption.

A limited number of Federal and District of Columbia tax forms will be available in Room 0310 for employees' use.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 69

Staff Economists Group

The Staff Economists Group announced in Agricultural Economics Circulars Nos. 1 and 11 has been supplemented by the recent addition of the following individual:

Grover C. Chappell Staff Advisor

For administrative purposes all documents requiring approval relative to the official travel or employment of members of the Staff Economists Group shall be approved by the Director, Agricultural Economics, or as delegated by the Director. Each Staff Advisor is hereby authorized to approve time and attendance reports for himself and his secretary, including the authority to order or approve occasional and irregular overtime and holiday work for the respective secretary.

Willard W. Cochrane

Willard W. Cochrane
Director, Agricultural Economics

THE WHITE HOUSE

EXECUTIVE ORDER

10988

EMPLOYEE-MANAGEMENT COOPERATION IN
THE FEDERAL SERVICE

WHEREAS participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of public business; and

WHEREAS the efficient administration of the Government and the well-being of employees require that orderly and constructive relationships be maintained between employee organizations and management officials; and

WHEREAS subject to law and the paramount requirements of the public service, employee-management relations within the Federal service should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment; and

WHEREAS effective employee-management cooperation in the public service requires a clear statement of the respective rights and obligations of employee organizations and agency management:

Now, ~~THEREFORE~~, by virtue of the authority vested in me by the Constitution of the United States, by section 1753 of the Revised Statutes (5 U. S. C. 631), and as President of the United States, I hereby direct that the following policies shall govern officers and agencies of the executive branch of the Government in all dealings with Federal employees and organizations representing such employees.

Section 1. (a) Employees of the Federal Government shall have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or to refrain from any such activity. Except as hereinafter expressly provided, the freedom of such employees to assist any employee organization shall be recognized as extending to participation in the management of the organization and acting for the organization in the capacity of an organization representative, including presentation of its views to officials of the executive branch, the Congress or other appropriate authority. The head of each executive department and agency (hereinafter referred to as "agency") shall take such action, consistent with law, as may be required in order to assure that employees in the agency are apprised of the rights described in this section, and that no interference, restraint, coercion or discrimination is practiced within such agency to encourage or discourage membership in any employee organization.

(b) The rights described in this section do not extend to participation in the management of an employee organization, or acting as a representative of any such organization, where such participation or activity would result in a conflict of interest or otherwise be incompatible with law or with the official duties of an employee.

Section 2. When used in this order, the term "employee organization" means any lawful association, labor organization, federation, council, or brotherhood having as a primary purpose the improvement of working conditions among Federal employees, or any craft, trade or industrial union whose membership includes both Federal employees and employees of private organizations; but such term shall not include any organization (1) which asserts the right to strike against the Government of the United States or any agency thereof, or to assist or participate in any such strike, or which imposes a duty or obligation to conduct, assist or participate in any such strike, or (2) which advocates the overthrow of the constitutional form of Government in the United States, or (3) which discriminates with regard to the terms or conditions of membership because of race, color, creed or national origin.

Section 3. (a) Agencies shall accord informal, formal or exclusive recognition to employee organizations which request such recognition in conformity with the requirements specified in sections 4, 5 and 6 of this order, except that no recognition shall be accorded to any employee organization which the head of the agency considers to be so subject to corrupt influences or influences opposed to basic democratic principles that recognition would be inconsistent with the objectives of this order.

(b) Recognition of an employee organization shall continue so long as such organization satisfies the criteria of this order applicable to such recognition; but nothing in this section shall require any agency to determine whether an organization should become or continue to be recognized as exclusive representative of the employees in any unit within 12 months after a prior determination of exclusive status with respect to such unit has been made pursuant to the provisions of this order.

(c) Recognition, in whatever form accorded, shall not --

(1) preclude any employee, regardless of employee organization membership, from bringing matters of personal concern to the attention of appropriate officials in accordance with applicable law, rule, regulation, or established agency policy, or from choosing his own representative in a grievance or appellate action; or

(2) preclude or restrict consultations and dealings between an agency and any veterans organization with respect to matters of particular interest to employees with veterans preference; or

(3) preclude an agency from consulting or dealing with any religious, social, fraternal or other lawful association, not qualified as an employee organization, with respect to matters or policies which involve individual members of the association or are of particular applicability to it or its

members, when such consultations or dealings are duly limited so as not to assume the character of formal consultation on matters of general employee-management policy or to extend to areas where recognition of the interests of one employee group may result in discrimination against or injury to the interests of other employees.

Section 4. (a) An agency shall accord an employee organization, which does not qualify for exclusive or formal recognition, informal recognition as representative of its member employees without regard to whether any other employee organization has been accorded formal or exclusive recognition as representative of some or all employees in any unit.

(b) When an employee organization has been informally recognized, it shall, to the extent consistent with the efficient and orderly conduct of the public business, be permitted to present to appropriate officials its views on matters of concern to its members. The agency need not, however, consult with an employee organization so recognized in the formulation of personnel or other policies with respect to such matters.

Section 5. (a) An agency shall accord an employee organization formal recognition as the representative of its members in a unit as defined by the agency when (1) no other employee organization is qualified for exclusive recognition as representative of employees in the unit, (2) it is determined by the agency that the employee organization has a substantial and stable membership of no less than 10 per centum of the employees in the unit, and (3) the employee organization has submitted to the agency a roster of its officers and representatives, a copy of its constitution and by-laws, and a statement of objectives. When, in the opinion of the head of an agency, an employee organization has a sufficient number of local organizations or a sufficient total membership within such agency, such organization may be accorded formal recognition at the national level, but such recognition shall not preclude the agency from dealing at the national level with any other employee organization on matters affecting its members.

(b) When an employee organization has been formally recognized, the agency, through appropriate officials, shall consult with such organization from time to time in the formulation and implementation of personnel policies and practices, and matters affecting working conditions that are of concern to its members. Any such organization shall be entitled from time to time to raise such matters for discussion with appropriate officials and at all times to present its views thereon in writing. In no case, however, shall an agency be required to consult with an employee organization which has been formally recognized with respect to any matter which, if the employee organization were one entitled to exclusive recognition, would not be included within the obligation to meet and confer, as described in section 6(b) of this order.

Section 6. (a) An agency shall recognize an employee organization as the exclusive representative of the employees in an appropriate unit when such organization is eligible for formal recognition pursuant to section 5 of this order, and has been designated or selected by a majority of the employees of such unit as the representative of such employees in

such unit. Units may be established on any plant or installation, craft, functional or other basis which will ensure a clear and identifiable community of interest among the employees concerned, but no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized. Except where otherwise required by established practice, prior agreement, or special circumstances, no unit shall be established for purposes of exclusive recognition which includes (1) any managerial executive, (2) any employee engaged in Federal personnel work in other than a purely clerical capacity, (3) both supervisors who officially evaluate the performance of employees and the employees whom they supervise, or (4) both professional employees and nonprofessional employees unless a majority of such professional employees vote for inclusion in such unit.

(b) When an employee organization has been recognized as the exclusive representative of employees of an appropriate unit it shall be entitled to act for and to negotiate agreements covering all employees in the unit and shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership. Such employee organization shall be given the opportunity to be represented at discussions between management and employees or employee representatives concerning grievances, personnel policies and practices, or other matters affecting general working conditions of employees in the unit. The agency and such employee organization, through appropriate officials and representatives, shall meet at reasonable times and confer with respect to personnel policy and practices and matters affecting working conditions, so far as may be appropriate subject to law and policy requirements. This extends to the negotiation of an agreement, or any question arising thereunder, the determination of appropriate techniques, consistent with the terms and purposes of this order, to assist in such negotiation, and the execution of a written memorandum of agreement or understanding incorporating any agreement reached by the parties. In exercising authority to make rules and regulations relating to personnel policies and practices and working conditions, agencies shall have due regard for the obligation imposed by this section, but such obligation shall not be construed to extend to such areas of discretion and policy as the mission of an agency, its budget, its organization and the assignment of its personnel, or the technology of performing its work.

Section 7. Any basic or initial agreement entered into with an employee organization as the exclusive representative of employees in a unit must be approved by the head of the agency or any official designated by him. All agreements with such employee organizations shall also be subject to the following requirements, which shall be expressly stated in the initial or basic agreement and shall be applicable to all supplemental, implementing, subsidiary or informal agreements between the agency and the organization:

(1) In the administration of all matters covered by the agreement officials and employees are governed by the provisions of any existing or future laws and regulations, including policies set forth in the Federal Personnel Manual and agency regulations, which may be applicable, and the agreement shall at all times be applied subject to such laws, regulations and policies;

(2) Management officials of the agency retain the right, in accordance with applicable laws and regulations, (a) to direct employees of the agency, (b) to hire, promote, transfer, assign, and retain employees in positions within the agency, and to suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the Government operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the agency in situations of emergency.

Section 8. (a) Agreements entered into or negotiated in accordance with this order with an employee organization which is the exclusive representative of employees in an appropriate unit may contain provisions, applicable only to employees in the unit, concerning procedures for consideration of grievances. Such procedures (1) shall conform to standards issued by the Civil Service Commission, and (2) may not in any manner diminish or impair any rights which would otherwise be available to any employee in the absence of an agreement providing for such procedures.

(b) Procedures established by an agreement which are otherwise in conformity with this section may include provisions for the arbitration of grievances. Such arbitration (1) shall be advisory in nature with any decisions or recommendations subject to the approval of the agency head; (2) shall extend only to the interpretation or application of agreements or agency policy and not to changes in or proposed changes in agreements or agency policy; and (3) shall be invoked only with the approval of the individual employee or employees concerned.

Section 9. Solicitation of memberships, dues, or other internal employee organization business shall be conducted during the non-duty hours of the employees concerned. Officially requested or approved consultations and meetings between management officials and representatives of recognized employee organizations shall, whenever practicable, be conducted on official time, but any agency may require that negotiations with an employee organization which has been accorded exclusive recognition be conducted during the non-duty hours of the employee organization representatives involved in such negotiations.

Section 10. No later than July 1, 1962, the head of each agency shall issue appropriate policies, rules and regulations for the implementation of this order, including: A clear statement of the rights of its employees under the order; policies and procedures with respect to recognition of employee organizations; procedures for determining appropriate employee units; policies and practices regarding consultation with representatives of employee organizations, other organizations and individual employees; and policies with respect to the use of agency facilities by employee organizations. Insofar as may be practicable and appropriate, agencies shall consult with representatives of employee organizations in the formulation of these policies, rules and regulations.

Section 11. Each agency shall be responsible for determining in accordance with this order whether a unit is appropriate for purposes of exclusive recognition and, by an election or other appropriate means, whether an employee organization represents a majority of the employees in such a unit so as to be entitled to such recognition. Upon the request of any agency, or of any employee organization which is seeking exclusive recognition and which qualifies for or has been accorded formal recognition, the Secretary of Labor, subject to such necessary rules as he may prescribe, shall nominate from the National Panel of Arbitrators maintained by the Federal Mediation

and Conciliation Service one or more qualified arbitrators who will be available for employment by the agency concerned for either or both of the following purposes, as may be required: (1) to investigate the facts and issue an advisory decision as to the appropriateness of a unit for purposes of exclusive recognition and as to related issues submitted for consideration; (2) to conduct or supervise an election or otherwise determine by such means as may be appropriate, and on an advisory basis, whether an employee organization represents the majority of the employees in a unit. Consonant with law, the Secretary of Labor shall render such assistance as may be appropriate in connection with advisory decisions or determinations under this section, but the necessary costs of such assistance shall be paid by the agency to which it relates. In the event questions as to the appropriateness of a unit or the majority status of an employee organization shall arise in the Department of Labor, the duties described in this section which would otherwise be the responsibility of the Secretary of Labor shall be performed by the Civil Service Commission.

Section 12. The Civil Service Commission shall establish and maintain a program to assist in carrying out the objectives of this order. The Commission shall develop a program for the guidance of agencies in employee-management relations in the Federal service; provide technical advice to the agencies on employee-management programs; assist in the development of programs for training agency personnel in the principles and procedures of consultation, negotiation and the settlement of disputes in the Federal service, and for the training of management officials in the discharge of their employee-management relations responsibilities in the public interest; provide for continuous study and review of the Federal employee-management relations program and, from time to time, make recommendations to the President for its improvement.

Section 13. (a) The Civil Service Commission and the Department of Labor shall jointly prepare (1) proposed standards of conduct for employee organizations and (2) a proposed code of fair labor practices in employee-management relations in the Federal service appropriate to assist in securing the uniform and effective implementation of the policies, rights and responsibilities described in this order.

(b) There is hereby established the President's Temporary Committee on the Implementation of the Federal Employee-Management Relations Program. The Committee shall consist of the Secretary of Labor, who shall be chairman of the Committee, the Secretary of Defense, the Postmaster General, and the Chairman of the Civil Service Commission. In addition to such other matters relating to the implementation of this order as may be referred to it by the President, the Committee shall advise the President with respect to any problems arising out of completion of agreements pursuant to sections 6 and 7, and shall receive the proposed standards of conduct for employee organizations and proposed code of fair labor practices in the Federal service, as described in this section, and report thereon to the President with such recommendations or amendments as it may deem appropriate. Consonant with law, the departments and agencies represented on the Committee shall, as may be necessary for the effectuation of this section, furnish assistance to the Committee in

accordance with section 214 of the Act of May 3, 1945, 59 Stat. 134 (31 U. S. C. 691). Unless otherwise directed by the President, the Committee shall cease to exist 30 days after the date on which it submits its report to the President pursuant to this section.

Section 14. The head of each agency, in accordance with the provisions of this order and regulations prescribed by the Civil Service Commission, shall extend to all employees in the competitive civil service rights identical in adverse action cases to those provided preference eligibles under section 14 of the Veterans' Preference Act of 1944, as amended. Each employee in the competitive service shall have the right to appeal to the Civil Service Commission from an adverse decision of the administrative officer so acting, such appeal to be processed in an identical manner to that provided for appeals under section 14 of the Veterans' Preference Act. Any recommendation by the Civil Service Commission submitted to the head of an agency on the basis of an appeal by an employee in the competitive service shall be complied with by the head of the agency. This section shall become effective as to all adverse actions commenced by issuance of a notification of proposed action on or after July 1, 1962.

Section 15. Nothing in this order shall be construed to annul or modify, or to preclude the renewal or continuation of, any lawful agreement heretofore entered into between any agency and any representative of its employees. Nor shall this order preclude any agency from continuing to consult or deal with any representative of its employees or other organization prior to the time that the status and representation rights of such representative or organization are determined in conformity with this order.

Section 16. This order (except section 14) shall not apply to the Federal Bureau of Investigation, the Central Intelligence Agency, or any other agency, or to any office, bureau or entity within an agency, primarily performing intelligence, investigative, or security functions if the head of the agency determines that the provisions of this order cannot be applied in a manner consistent with national security requirements and considerations. When he deems it necessary in the national interest, and subject to such conditions as he may prescribe, the head of any agency may suspend any provision of this order (except section 14) with respect to any agency installation or activity which is located outside of the United States.

/S/ JOHN F. KENNEDY

THE WHITE HOUSE,

January 17, 1962.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 70

Employee Management Cooperation

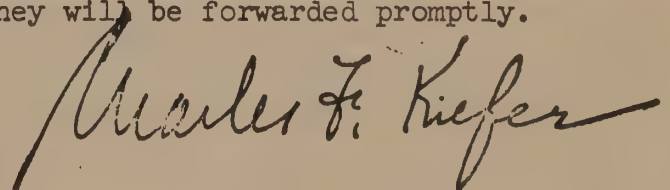
Enclosed is a report of the President's Task Force on Employee-Management Cooperation in the Federal Service and a copy of Executive Order 10988 which was signed by the President on January 17, 1962, and which embodies the recommendations made by the Task Force.

These are forwarded to keep you fully informed on developments as they occur on the new program. Supervisors should read this material carefully.

Field people who may be invited by the Civil Service Commission to participate in nearby local meetings to discuss this topic may feel free to do so.

The Secretary issued Secretary's Memorandum No. 1486 on January 18, 1962, adding his endorsement to this program. A copy of the Secretary's Memorandum will be sent to all employees as requested by the Secretary as soon as sufficient copies are available.

Implementation of the Executive Order is required by July 1, 1962. As additional information and issuances become available from the Commission and the Department, they will be forwarded promptly.



Charles F. Kiefer
Executive Director
Management Operations Staff

Enclosure

DISTRIBUTION: Division Directors, Staff Officers, February 6, 1962
and Heads of Field offices

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

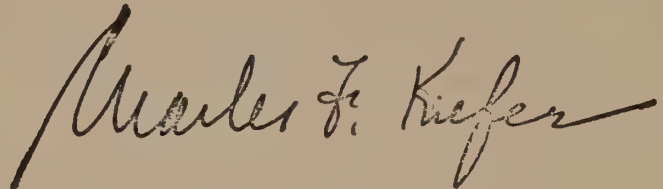
AGRICULTURAL ECONOMICS CIRCULAR No. 71

Nondiscrimination on Basis of Sex

Executive Order 10980 was issued December 14, 1961 establishing the President's Commission on the Status of Women to insure that the Federal career service shall be free of any discrimination on the basis of sex, and that there be equal opportunity for employment and advancement on the sole basis of merit and fitness.

To attain this objective, all requests for certificates of eligibles will request referrals of either sex and promotion registers will include qualified employees regardless of sex. If the incumbent of any particular position must be limited to one sex because of the nature of the duties involved, specific reasons which show why a particular sex is essential must be furnished to the Division of Personnel in writing at the time a request is made for promotion register or certificate of eligibles. Non-selection of an employee or applicant for employment or promotion shall not be based on sex.

Training plans or agreements may not include any restrictions on the basis of sex in the consideration and selection of employees for training.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

February 14, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

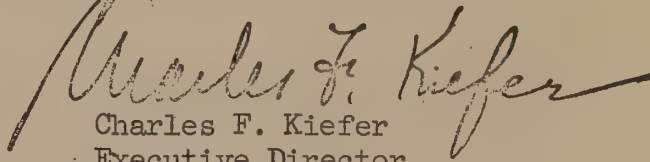
AGRICULTURAL ECONOMICS CIRCULAR No. 72

Amendment to Agricultural Economics Circular No. 49

To implement the requirements of Executive Order 10980, dated December 14, 1961, as outlined in Agricultural Economics Circular No. 71, Nondiscrimination on Basis of Sex, the following procedure shall be followed by SRS field offices in requesting certificates of eligibles in accordance with Agricultural Economics Circular No. 49, Recommendations for Personnel Actions by Field Offices, SRS.

Item 6 on SF-39, Request for Certification, shall show "E," unless the incumbent of a particular position must be limited to one sex because of the nature of the duties involved. If certification must be limited to either sex, specific reasons which show why a particular sex is essential must be typed on the SF-39 under "Remarks" and an extra copy of the SF-39 shall be submitted to the Civil Service Commission (CSC) or Board of Examiners. The Division of Personnel (DP), MOS, copy shall be forwarded to DP at the same time the original and extra copy are released to the CSC instead of holding for forwarding with the SF-52, Request for Personnel Action, after tentative selection. Upon receipt of the SF-39, DP will review the reasons shown and will immediately telegraph the field office to withdraw the SF-39 if the reasons are not adequate. A mere statement that it is the practice, policy, or custom to fill certain jobs with members of one sex is not a reason.

Pages 1 and 2 of Exhibit B to Agricultural Economics Circular No. 49 have been revised to include the requirements of Executive Order 10980. Asterisks (*) indicate revised material. Please substitute the enclosed revised pages for pages 1 and 2 of Exhibit B, dated 10-20-61.


Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: MOS and All Divisions and
Offices, SRS

February 14, 1962

Instructions for Requesting Certificates from the CSC

Form SF-39 shall be used for requesting certificates.

Preparation of SF-39

Item 1 - Show U. S. Dept. of Agriculture
Item 1 (A) - Show Agricultural Economics
Statistical Reporting Service

Item 2 - Show the Identification Number of your request. Numbers should be consecutive and may be SRS-ALA-1, to indicate the agency and State for easy identification by CSC or DP.

Item 3 - Show date of request.

Address Space. Complete to show complete address of the Regional Office of the CSC or Board of Examiners to which request is being sent. Send the request to the Regional Office of the Civil Service Commission unless there is a local Board of Examiners which maintains a register appropriate for the position to be filled. A list of Regional Offices and addresses is attached. Information as to names and addresses of local boards can be obtained from the Regional Office of the Civil Service Commission.

Item 4 - Check whether appointment is to be Career or Career-Conditional, or limited. If limited show maximum duration, ie: 60 days, 3 months, 6 months, etc. If "WAE" so indicate and give approximate time such as 3 days, a week, etc.

Item 5 - Show number of vacancies: if one vacancy show "one," if two vacancies, show "two," etc.

* Item 6 - *-Show "E" to indicate either male or female. If a
* particular sex is essential for the job show "F" or "M" as appropriate
* and show justification in Item 10.-*

Item 7 - Show exact title of position as shown on the official copy of the position description. The title and grade shown on the certificate must agree with the job title as classified.

Item 8 - Show position grade, and series such as "GS-301-3" and the base salary rate of the grade.

Item 9 - Work location is the headquarters location show on the position description and organizational structure.

Item 10 - Remarks. Show any special qualifications which are required for the job, for example, for GS-1531-3, Statistical Clerk requiring a Comptometer Operator, a notation that "the incumbent must be able to operate a Comptometer" should be included. If special qualifications are required, attach a description of the duties to the SF-39 to support the request. *-If "M" or "F" is shown in Item 6 show specific reason why an incumbent of the sex requested is essential for the job.-*

Number of Copies: Original and 1 copy. *-Note: If "M" or "F" is shown in Item 6, make one extra copy.-*

Distribution: Original to be sent to addressee with one copy of job description attached when required. One copy to be sent to DP with SF-52. *-If "M" or "F" is shown in Item 6 send original and 1 copy to addressee with copy of job description attached to original. Send one copy to DP at the same time the original and extra copy are released to the addressee.-*

ROLE OF THE CAREER OFFICIAL
IN SUPPORT OF FEDERAL PROGRAMS

The extent to which Federal career officials should publicly support current and discuss proposed programs of their departments and agencies requires thoughtful judgment by all concerned. The role of the career official is still evolving within our system of government with the consequence that the precedent of longstanding tradition is not available. It is understandable, therefore, that uncertainty exists regarding the role the career official should play in program advocacy. This uncertainty has prompted requests from career officials, particularly in the field service, and from department and agency heads for guidance.

No definitive standard can be enunciated to define this role. Discretion and judgment must be applied by both Presidential appointees and career officials within the context of each problem as it arises. With this in mind it may be helpful, nevertheless, to consider the following guidelines:

1. Programs already authorized by law or Executive Order.

When a Federal program is based on law or Executive Order, every career official has a positive obligation to make it function as efficiently and economically as possible and to support it as long as it is a part of recognized public policy. This means that a career official may properly make speeches explaining and interpreting a current program, identifying its public purposes, citing its achievements, defending it against uninformed or unjust criticisms, pointing out need for possible corrective action or soliciting views for improving it. The fact that the program was the subject of partisan controversy during the stages of enactment or development would in no sense lessen this obligation although the career official should exercise care in divorcing his remarks from a strictly political context.

2. Pending legislation.

A more difficult decision is faced when new or changed programs are pending before Congress in the form of proposed legislation. Definitive statutory language prohibits the use of appropriated funds for "publicity or propaganda designed to support or defeat legislation pending before Congress." Such language clearly limits the career official's position of possible support of or opposition to new or amendatory legislation. Aware of these implications, however, the career official may explain the position of the Administration in the proposed legislation before interested public groups.

Frequently, career officials are requested to testify on pending legislative proposals before Congressional committees. Presidential appointees should recognize potential political involvement in assigning responsibility for legislative testimony to career officials. In most instances, the career officials should be used to present factual or technical testimony with policy advocacy reserved for presentation by the Presidential appointee.

A special circumstance arises when Congressional committees request the technical services of career officials to assist in drafting bills or reports. Even in politically controversial areas such an assignment is appropriate if it is understood that the career official is serving as a technical expert to assist in committee work under the direction of committee leadership.

/s/ John W. Macy, Jr.

John W. Macy, Jr.
Chairman
U. S. Civil Service Commission

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

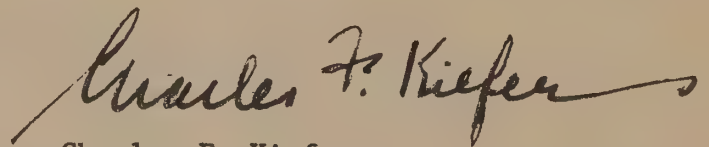
AGRICULTURAL ECONOMICS CIRCULAR No. 73

Role of the Career Official in Support of Federal Programs

Honorable John W. Macy, Jr., Chairman of the Civil Service Commission has prepared the attached statement as a guide for career officials in determining the proper activities in supporting Departmental programs.

Please have this statement posted in a conspicuous place where it may be read by all employees.

Any questions relating to interpretation of this guide in a given situation should be promptly referred to your agency head through regular channels.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

May 3, 1962

To : All Divisions and Offices,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Role of the Career Official in Support of Federal Programs,
Amendment to Agricultural Economics Circular No. 73

The Honorable John W. Macy, Jr., Chairman of the U. S. Civil Service Commission, has amended his statement which was transmitted to all divisions and offices with Agricultural Economics Circular No. 73, to delete the following sentence:

"Aware of these implications, however, the career official may explain the position of the Administration in the proposed legislation before interested public groups."

Please destroy all copies of Mr. Macy's original statement distributed with Agricultural Economics Circular No. 73. In lieu thereof, substitute the attached revision of his statement wherever it appears as a part of the circular, and wherever the original statement was posted.

This revision of the original statement has the effect of confining explanation and support of new or changed programs contained in "Pending Legislation" to Presidential appointees and other similar non-career officials. Career officials should be guided accordingly and should refer any questions relating thereto in a given situation to the head of the agency.

Charles F. Kiefer



ROLE OF THE CAREER OFFICIAL
IN SUPPORT OF FEDERAL PROGRAMS

The extent to which Federal career officials should publicly support current and discuss proposed programs of their departments and agencies requires thoughtful judgement by all concerned. The role of the career official is still evolving within our system of government with the consequence that the precedent of longstanding tradition is not available. It is understandable, therefore, that uncertainty exists regarding the role the career official should play in program advocacy. This uncertainty has prompted requests from career officials, particularly in the field service, and from department and agency heads for guidance.

No definitive standard can be enunciated to define this role. Discretion and judgement must be applied by both Presidential appointees and career officials within the context of each problem as it arises. With this in mind it may be helpful, nevertheless, to consider the following guidelines:

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When a Federal program is based on law or Executive Order, every career official has a positive obligation to make it function as efficiently and economically as possible and to support it as long as it is a part of recognized public policy. This means that a career official may properly make speeches explaining and interpreting a current program, identifying its public purposes, citing its achievements, defending it against uninformed or unjust criticisms, pointing out need for possible corrective action or soliciting views for improving it. The fact that the program was the subject of partisan controversy during the stages of enactment or development would in no sense lessen this obligation although the career official should exercise care in divorcing his remarks from a strictly political context.

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/s/ John W. Macy, Jr.

John W. Macy, Jr.
Chairman
U. S. Civil Service Commission

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 74

Withholding of State Income Tax--Wisconsin
Amendment--Withholding of State Income Tax--Alaska

Wisconsin

An agreement has been concluded between the Secretary of the Treasury and the State of Wisconsin which provides for the withholding of Wisconsin State income taxes from the compensation of Federal employees whose regular place of employment is within the State of Wisconsin, whether they are residents or nonresidents of Wisconsin. The agreement requires that taxes be withheld starting with wages paid on or after February 1, 1962, or as soon thereafter as possible but not later than March 15, 1962.

Since exemptions under Wisconsin law differ from those under Federal law, each employee whose regular place of employment is within the State of Wisconsin must obtain and complete the Wisconsin "Employees Withholding Exemption Certificate" as soon as possible and send to:

USDA-MOS (ERS-SRS)
P. O. Box 7267 - Apex Station
Washington 4, D. C.

Obtain the certificates from:

Department of Taxation
Room 1000, State Office Building
Madison 2, Wisconsin

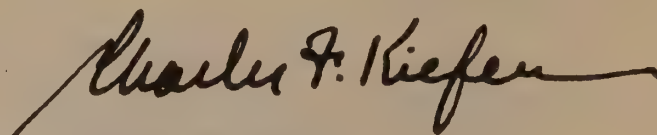
It is most important that the certificates be submitted as soon as possible, but not later than in time to reach our post office box address by close of business March 2, 1962. The Fiscal Branch, Budget and Finance Division, MOS, must have this information in time to determine the amount of Wisconsin State income tax that must be withheld beginning with the pay period February 18 - March 3, 1962, payable March 15, 1962.

DISTRIBUTION: All Divisions and Offices,
Washington, D. C.
Field Offices in Wisconsin and Alaska

Page 1
February 19, 1962

Alaska

For general information purposes, notification is given that the basis for withholding Alaska State income tax has been amended. The SRS office at Palmer, Alaska, was furnished the details of this change in a memorandum dated February 2, 1962, from the Division of Budget and Finance. Pursuant to the amendment, the Fiscal Branch, DBF, beginning with the pay period January 7 - 20, 1962, is now withholding Alaska tax at the rate of 16 percent of the amount the Federal tax would be if the cost-of-living allowance were not exempt.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 75

Employment and Utilization of the Physically Handicapped

In a White House Policy Statement of September 6, 1961, concerning employment and utilization of the physically handicapped in the Executive Branch of the Federal Government, the President specifically charged all levels of administration and supervision with responsibility for implementation of the policy.

The Civil Service Commission has reminded us that the definition of handicapped includes mental and emotional as well as physical handicaps. The CSC further advised that:

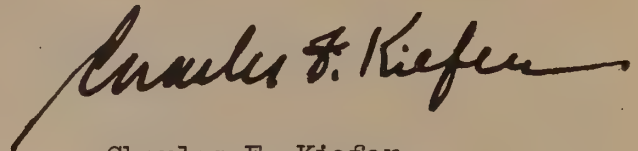
During the past few years great advances have been made in the treatment of mental and emotional disorders. Due to these advances more than 60 percent of the mentally ill whose condition was serious enough to require extended hospitalization are now restored to earning capacity. The vast majority of employees, however, who experience emotional problems do not require extended hospitalization; many are able to continue working while undergoing regularly scheduled office treatment, or return to the job after brief periods of hospitalization.

For humanitarian reasons, to protect the agency investment in employee training, and to avoid a waste of needed skills, serious efforts should be made to retain employees with remedial mental or emotional problems. Separation or disability retirement is in order only after it becomes apparent that the condition does not respond to treatment and that extended absence from work will be required.

The enclosed pamphlet titled "You as a Coordinator" which is a reprint of a speech made by Nicholas J. Oganovic, Deputy Executive Director, U. S. Civil Service Commission, at the Conference of Coordinators for the Employment of the Physically Handicapped, will be of particular interest.

AGRICULTURAL ECONOMICS CIRCULAR No. 75

Any inquiries may be referred to Joseph P. Findlay, Director, or John E. Wildman, Chief, Employment and Employee Relations Branch, Division of Personnel, MOS, Washington 25, D. C. Mr. Findlay and Mr. Wildman have been named Coordinators for Employment of the Physically Handicapped for Agricultural Economics.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 76

Reporting and Investigating Motor Vehicle Accidents

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E-3	AD-278, Supervisor's Report of Accident
F	SF-91A, Investigation Report of Motor Vehicle Accident
G	Facsimile of Cover of Motor Vehicle Accident Report Kit

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 76

Reporting and Investigating Motor Vehicle Accidents

I PURPOSE

This Circular prescribes procedures for reporting and investigating motor vehicle accidents involving any ERS, SRS, MOS, and SEG employee while within the scope of his employment.

II DEFINITIONS

A Private Individual. Any person other than an Agricultural Economics employee engaged in official business.

B Private Property. Any property not defined as Agricultural Economics in paragraph D below.

C Privately Owned Vehicles. Vehicles owned or operated by private individuals, corporations, companies, or concerns. When reporting motor vehicle accidents, vehicles that are owned or operated by another Federal agency or by a State, county, or municipal government shall also be considered "privately owned vehicles."

D Agricultural Economics Property. Real estate, buildings, or equipment which is owned or leased by, or loaned to ERS or SRS, and which is under the custody and control of ERS or SRS. This excludes property owned or occupied by ERS or SRS which is under the custody or control of another Federal agency or private individual or concern.

E Official Vehicle.

1 Government-owned motor vehicles in the custody of ERS or SRS (including those under loan to ERS or SRS from another Federal agency, but excluding ERS or SRS vehicles under loan to another Federal agency).

2 Vehicles rented by ERS or SRS (from GSA motor pools for example).

(II E)

3 Privately owned vehicles used by Agricultural Economics employees for official purposes whether or not on a mileage or cost of operation basis.

F Injury. Any personal injury sustained by an Agricultural Economics employee within the scope of his employment, or any disability caused by or resulting from a motor vehicle accident in the conduct of such employment; or any personal injury to a private individual.

1 Disabling Injury. An injury is termed "disabling" if it causes absence from duty of one full work day or more, subsequent to such injury.

2 Serious Injury. An injury is termed "serious" if it results in or is likely to result in death, permanent impairment, or prolonged disability.

G Reportable Accident. Any occurrence arising out of a motor vehicle incident which involves an Agricultural Economics employee in the performance of duty, occurs on ERS or SRS property, or involves ERS or SRS property which results in:

1 An injury to an Agricultural Economics employee requiring medical attention (excluding first aid or treatment not administered by a physician) or causing absence from duty of one full work day or more.

2 Damage to ERS or SRS property.

3 Injury, or possible injury, to any degree to a private individual.

4 Involvement of private property whether there is apparent damage or not.

H Supervisor. The head of the field office or station to which the employee involved in the accident is assigned, or the immediate supervisor when a Washington, D. C., employee is involved.

I Investigating Officer. The Agricultural Economics employee charged with the responsibility for investigating the accident.

III MOTOR VEHICLE ACCIDENT REPORT KIT

A Motor Vehicle Accident Report Kit, MOS-92, (see Exhibit G) shall be in the glove compartment of any official vehicle being driven by an Agricultural Economics employee while on official business. (Appropriate accident reporting material available in GSA or commercially rented vehicles can be used in lieu of MOS-92.) Note: The name, address, and telephone number (business and private) of supervisor or person to be notified in case of injury must be included in the kit.

IV RESPONSIBILITIES OF THE EMPLOYEE

An Agricultural Economics employee involved in a motor vehicle accident while driving an official vehicle is responsible for reporting the accident as outlined below, and shall take the following action:

A Identify himself before leaving the scene of the accident. If the owner of the other vehicle is not present, leave written identification in his vehicle or with a responsible person in the neighborhood.

B If the vehicle(s) have to be moved because of traffic hazard, clearly mark location of physical evidence such as point of collision, tire or skid marks. Ordinarily nothing should be moved until all pertinent measurements have been made by the driver of the official vehicle, investigating officer, or local police.

C Get names and addresses of witnesses and obtain their written statements while still at the scene of the accident. Use SF-94, Statement of Witnesses, to record such statements (see Exhibit C).

D Report accident to local or State police.

E Report the accident by telephone or telegraph to the Division of Personnel (DP), MOS, if serious enough to warrant an investigation by a special investigator (see Paragraph V C).

F Employees, including Washington, D. C., employees in travel status, should notify their supervisor immediately when involved in any motor vehicle accident (see Exhibit A).

(IV)

G Complete SF-91, Operator's Report of Motor Vehicle Accident, before leaving scene (see Exhibit B). If driver is unable to do this, investigating officer shall complete the report.

H If injured, complete Form CA-1, Employees' Notice of Injury or Occupational Disease, (see Exhibit D). If driver is unable to complete the form, his supervisor or a designated employee should do so.

I If authorized to do so (Paragraph V A) conduct an investigation and complete AD-278, Supervisor's Report of Accident (see instructions in Exhibit E). Also complete SF-91A, Investigation Report of Motor Vehicle Accident, (see Exhibit F) if a GSA motor pool vehicle is involved. (see Item C in Exhibit A).

J Submit all reports and evidence collected to the supervisor within three days from the date of the accident.

K Cooperate fully in any investigation ordered by higher Agricultural Economics authority or conducted by law enforcement officers.

V INVESTIGATING OFFICER

The investigating officer responsible for investigating an accident shall be as set forth below.

A Employee. The employee involved in the accident may act as investigating officer to conduct his own investigation if:

1 There are no injuries to private individuals, no disabling injuries (causing absence from duty of one full day or more) to himself or other Agricultural Economics employee; and if the combined Agricultural Economics and private property damage is not likely to exceed \$200, or \$100 damage to private property.

2 The accident involves either an employee in travel status or an employee at a one-man field station and the consequences would not appear to justify the added expense of another person as investigator.

(V)

B Local Investigating Officer. Each officer in charge of a field station and the administrative officer of the division or staff office in Washington, D. C., is designated as the local investigating officer to conduct a prompt and adequate investigation of all reportable accidents which cannot be investigated by the employee involved. More serious accidents will also require a special investigator as indicated in Paragraph C below.

C Special Investigator. DP, MOS, will designate a special investigator if the accident causes serious injury to one or more persons, disabling injuries to three or more persons, or damage likely to exceed \$1,000 to either Agricultural Economics property or private property. DP will designate a special investigator upon telephonic or telegraphic advice from the local investigating officer.

VI INVESTIGATING THE ACCIDENT

A General. The investigating officer shall:

1 Conduct the investigation promptly. Physical evidence is often obliterated or destroyed shortly after the accident.

2 Interview all witnesses as soon as possible. Statements obtained immediately after the accident are usually more accurate than those obtained after a lapse of time.

3 Establish the time and location accurately. The time of the accident in relation to official activities is often an important factor. Also, the exact location often has an important bearing on legal liability.

4 Follow to conclusion leads developed in obtaining information required in Paragraph B below. Important factors are often mentioned only casually by witnesses or are indicated by only slight physical evidence.

B Information Required. The investigating officer shall obtain the following information:

1 Direct and contributory causes of accident.

(VI B)

- 2 Nature and extent of injuries to all concerned.
- 3 Whether any local laws were violated. Furnish explanation.
- 4 Type of damage to Agricultural Economics property or to private property. Furnish at least one itemized estimate of damage - three estimates from different sources should be furnished if possible.
- 5 Duty status of employee involved. If in travel status give the following information:
 - a Travel authorization.
 - b Where duty was last performed.
 - c Where duty was next to be performed.
 - d Whether the employee was on a direct or usually traveled route.
- 6 The probable liability or responsibility for the accident.
- 7 Measurements of skid marks, wheel tracks, position of vehicle(s), and their relation to center line or edge or roadway at time of accident, place of impact of the vehicles and point of impact on the roadway. Take photo of vehicles and scene of accident, if possible. Investigator may pay for private photographer for more serious cases or get photostatic copies of essential records, such as local police report, if necessary.
- 8 Environmental factors (and other factors, if applicable), such as:
 - a Weather conditions.
 - b Visibility.
 - c Type and condition of street.
 - d Traffic control devices or lack of same.
 - e Mechanical condition of vehicle(s).

(VI)

C Supporting Information. The investigating officer should obtain and forward with the report of accident the following supporting information, if possible.

- 1 Transcripts of pertinent local laws or ordinances.
- 2 Police reports (three copies).

VII REPORTS

As set forth in Exhibit A, reports listed below are required. Exhibit A gives information as to reports required, who shall prepare them, the necessary number of copies and required distribution. This exhibit and the necessary forms are contained in the Motor Vehicle Accident Report Kit.

A Verbal or written notice of accident by employee to supervisor.

B Immediate telephonic or telegraphic report to DP, MOS, when serious or disabling injury or property damage in excess of \$1,000 occurs.

C SF-91, Operator's Report of Motor Vehicle Accident, (Exhibit B) to be completed at scene of accident by driver, if possible. Note: In cases involving damage to GSA motor pool vehicles, the employee's supervisor shall send a copy of SF-91 to the GSA motor pool supervisor.

D SF-91A, Investigator's Report of Motor Vehicle Accident, is to be completed by the investigating officer if accident involves a GSA motor pool vehicle (Exhibit F). SF-91A is not required unless GSA motor pool vehicle is involved.

E SF-94, Statement of Witness, (Exhibit C) to be used for statements of witnesses to the accident. If form is not available, get narrative statements, or names and addresses of witnesses and mail proper forms to them for completion. The statements are to be obtained at the scene of the accident by the driver, if possible. If not, the investigating officer acting for the driver, if necessary, should obtain these statements as soon as possible.

AGRICULTURAL ECONOMICS CIRCULAR No. 76

(VII)

F AD-278, Supervisor's Report of Accident, (Exhibit E) is to be completed by the investigating officer in all cases.

G Special Reports as Required by States. The Officer-in-Charge at a field location should obtain from the local and State police all required State forms for inclusion in the motor vehicle kits.

VIII ACCIDENT REVIEW BOARD

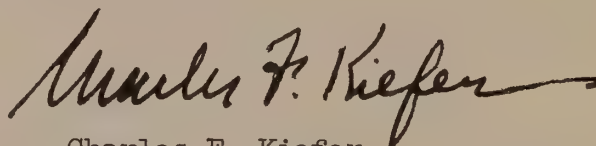
An Accident Review Board has been established in Washington, D. C., in Agricultural Economics Circular No. 27 to review motor vehicle accident cases referred to it. The Board will submit its finding and recommendations on MOS-679, Report of Accident Review Board, to the division director whose employee was involved in the accident. This report will express final disposition of the case by the Board and/or the action to be taken by the division concerned.

IX FORMS

Obtain forms prescribed in this Circular from the Division of Administrative Services, MOS, Washington 25, D. C.

X ADDITIONAL INFORMATION

Any questions regarding this Circular or related matters may be taken up with MOS, Division of Personnel, Employee Development, Incentives, and Safety Branch, Extension 6841, Washington 25, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

GUIDE FOR INVESTIGATING AND REPORTING MOTOR VEHICLE ACCIDENTS
(See Paragraphs IV and VII)

Report Required	Prepared by	No. Copies <u>1/</u>	Distribution <u>2/</u>
A Reports required for ALL motor vehicle accidents			
1. Notice of accident (verbal or written)	Driver	2 (if written)	To Supervisor Copy to DP, MOS
2. SF-91, Operator's Report of Motor Vehicle Accident	Driver	2	Original to DP, MOS Copy to GSA Motor Pool Supervisor if pool vehicle involved
3. AD-278, Supervisor's Report of Accident	Supervisor	4-part snapout	Original and 2 copies to DP, MOS
4. SF-94, Statement of Witness	Witness (or driver from information given by witness)	1	To DP, MOS
5. Any required State or local Report	Driver	As required plus 1 for DP, MOS	As required by State or Local law Copy of each to DP, MOS
B Additional report required when accident causes:			
		(a) serious injury to one or more persons (b) disabling injuries to 3 or more persons (c) damage likely to exceed \$1000 to either AE or private property	
Telephone or telegraph immediately	Driver or local investigating officer <u>3/</u>		Division of Personnel MOS, Safety Officer U. S. Department of Agriculture Washington 25, D. C. Telephone - DUDley 8-6841
C Additional report required when GSA Motor Pool vehicle is involved			
SF-91A, Investigator's Report of Motor Vehicle Accident	Investigating Officer	2	Original to GSA Supervisor Copy to DP, MOS

1/ Does not provide for any copies needed for administrative use at the reporting office level.

2/ All reports shall be submitted through regular supervisory channels for forwarding to the next appropriate higher level.

3/ The employee involved may investigate the accident and prepare the required reports as "Investigating Officer" under circumstances outlined in Section V-A.

TELL IN YOUR OWN WAY HOW ACCIDENT HAPPENED

During heavy rainstorm, #1 vehicle went into skid for no apparent reason on slick highway. Driver was unable to regain control of vehicle. #1 vehicle went across roadway striking other vehicle head-on. The right front portion of vehicle #1 struck vehicle #2 a little left of center. The right front part of vehicle #1 was crumpled all the way back to the front door. The front of vehicle #2 was smashed back to the windshield. The force of the impact spun both cars around. They both remained in an upright position side by side at a 45 degree angle to the roadway on the east side of the street in the northbound lane.

Agricultural Economics Circular No. 76 EXHIBIT B

THIS FORM TO BE FILLED OUT BY THE GOVERNMENT OPERATOR AT THE TIME AND AT THE SCENE OF THE ACCIDENT, INsofar AS POSSIBLE.

OPERATOR'S REPORT OF MOTOR-VEHICLE ACCIDENT

DEPARTMENT OR AGENCY

U.S. Department of Agriculture, Statistical Reporting Service

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

505 Federal Building, Munville, Louisiana

I OPERATOR	PLEASE PRINT FULL NAME John J. Jones		RANK, RATING, OR TITLE GS-3
	SERVICE NUMBER OR ROSTER TITLE WAE Enumerator		OPERATOR'S STATE PERMIT NUMBER L-41062-033-902
	HOME ADDRESS (Street, city, State) 10 Tower Drive, Skeeconk, Louisiana		TELEPHONE (Home) KI-6409
	DATE AND DAY OF WEEK OF ACCIDENT 10-17-61 - Tuesday		HOUR (A.M. or P.M.) 4:55 p.m. CST
II TIME AND PLACE	PLACE OF ACCIDENT (If accident in city, give city and State; if outside city limits, indicate mileage to nearest city or other landmark.) 3 miles south of center of Munville, Louisiana on US 40 W		
	FROM WHAT PLACE TO WHAT PLACE WERE YOU BOUND From Munville to home at Skeeconk, Louisiana		
	FOR WHAT PURPOSE Returning home from crop estimating survey		
III YOUR VEHICLE	MAKE Oldsmobile 1957	TYPE 2-door hard top	REGISTRATION NUMBER OR OTHER IDENTIFICATION 609-702 61 La.
	PARTS OF VEHICLE DAMAGED (Describe) Total Loss - Right front of car pushed into front seat.		
	OTHER VEHICLE OR PROPERTY DAMAGED (Describe)		
IV OTHER VEHICLE AND PROPERTY (For additional vehicles see page 3)	MAKE Plymouth	TYPE 4-door sedan	YEAR 1959
	OPERATOR'S STATE PERMIT NUMBER B-262-601 Indiana		VEHICLE LICENSE NUMBER 896 MS 61 Indiana
	OPERATED BY (Name) Harold J. Brown		VEHICLE OWNED BY Same
	OPERATOR'S HOME ADDRESS (Street, city, State) 91 Lenox Avenue Indianapolis, Indiana		OWNER'S ADDRESS (Street, city, State) Same
	PARTS OF VEHICLE DAMAGED (Describe) Total loss - Whole front of car pushed in, windshield smashed, interior torn up.		
	OTHER VEHICLE OR PROPERTY DAMAGED (Describe) None		

J. T. Smith, Safety Officer, MOS, DP, for John J. Jones

SIGNATURE

J. T. Smith

DATE 10-23-61

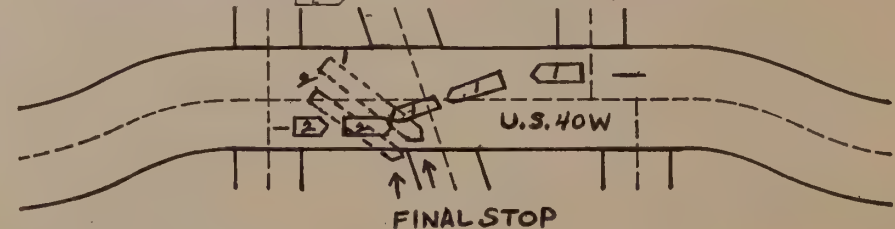
HAVE YOU ANSWERED ALL QUESTIONS AS COMPLETELY AS POSSIBLE?

	NAMES	HOME ADDRESSES
V PERSONS INJURED	John J. Jones	10 Tower Drive, Skeekonk, La.
	Philip H. Kelly	20 Hanson Terrace Warren, Louisiana
	Harold J. Brown	91 Lenox Avenue Indianapolis, Indiana
VI OCCUPANTS IN YOUR VEHICLE	Philip H. Kelly	Same as above
VII OCCUPANTS IN OTHER VEHICLE	Harold J. Brown	Same as above
VIII WITNESSES AND POLICE	Julia M. Smith	19 State Street Columbus, Ohio
IX THE ACCIDENT	POLICE OFFICER Trooper William Mallett, State Police	BADGE NO. #645 PRECINCT OR HQS. Bayou, La.
	DIRECTION OF TRAVEL South immediately before accident	DIRECTION OF TRAVEL North immediately before accident
	SIDE OF STREET OR HIGHWAY West side before impact - East (Northbound Lane) after impact	SIDE OF STREET OR HIGHWAY East side before impact - East (Northbound Lane) after impact
	APPROXIMATE SPEED (Miles per hour) 40	APPROXIMATE SPEED (Miles per hour) 40
	CONDITION OF ROADWAY (Wet or dry, icy, etc.) Wet and slick	
	WEATHER (Clear, foggy, rain, snow, etc.) Heavy rain	TYPE OF ROADWAY (Concrete, macadam, etc.) Blacktop
	OTHER INFORMATION (Indicate stop signs, traffic lights, obstructions, etc.) None	

IF MEDICAL AID RENDERED, STATE BY WHOM		WHERE WAS INJURED TAKEN
Dr. J. J. Monsen Dr. F. A. Miles		Munville Memorial Hospital, Munville, Louisiana
CONDITION OF OTHER DRIVER		
Fair - Broken collarbone and head laceration		
IF OTHER DRIVER OR PERSONS INJURED MADE STATEMENTS AS TO CAUSE OF ACCIDENT AND EXTENT OF PERSONAL OR PROPERTY DAMAGE, RELATE CONVERSATION AND NAMES AND ADDRESSES OF OTHERS HEARING SUCH STATEMENTS		
None		
MAKE		TYPE
OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER
OPERATED BY		OWNED BY
ADDRESS (Home)		OWNER'S ADDRESS (Business)
PARTS OF VEHICLE DAMAGED (Describe)		
OTHER PROPERTY DAMAGED (Describe)		

XII. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED.

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow
(Example: → 1 2 ←)
2. Use solid line to show path before accident
Broken line after accident
3. Show pedestrian by → ○
4. Show railroad by ++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle →



(Use additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT? Yes	2. WHEN DID IT HAPPEN? (Time and date) About 5 P.M. October 17, 1961	3. WHERE DID IT HAPPEN? (Street location and city) On U.S. 40W, near Munville, Louisiana
---	--	---

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

I was driving south on U. S. 40W, and had just passed through Munville when the car in front of me went into a skid, crossed the center of the road and smashed into a car coming from the other direction. I was so close that I had to turn off the road to avoid becoming involved.

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

Driving approximately 50 yards behind the car that went into the skid.

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

Both occupants of skidding car and the driver of the other car. They were all bleeding and went to the hospital in 2 separate ambulances.

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

The fronts of both cars were a mess. It was almost a head-on collision. Windshield was broken on the private car.

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

The right front was pushed in all the way to the front seat.

9. IN TRAFFIC CASES STATE APPROXIMATE SPEED (Miles per hour) 45	(a) GOVERNMENT VEHICLE 45 MPH	(b) OTHER VEHICLE 45 MPH
--	----------------------------------	-----------------------------

10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT

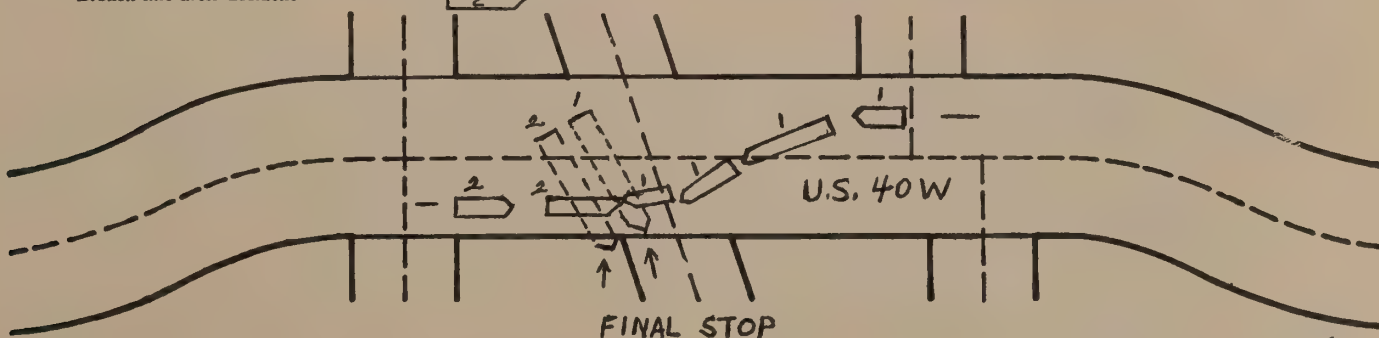
NAMES	ADDRESSES
None	

11. DATE 10-17-61	SIGNATURE <i>Julia M. Smith</i>
12. HOME ADDRESS 19 State Street, Columbus, Ohio	TELEPHONE NO. None
13. BUSINESS ADDRESS None	TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow
(Example: → 1 ← 2 ←)
2. Use solid line to show path before accident
Broken line after accident

3. Show pedestrian by ———→ ○
4. Show railroad by ++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle (→)



February 23, 1962

This illustrates the preparation of Form C.A. 1 for the passenger in the official vehicle. Another Form C.A. 1 must be prepared for the driver.
EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE

Federal Employees' Compensation Act

This notice should be submitted to the immediate superior by an injured civil employee of the Federal Government, or by someone on his behalf, within 48 hours after the injury. Notice may be given either personally or by mail. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift when injury occurred, or results in any charge against the Bureau for medical expense, when it should be forwarded to the U. S. DEPARTMENT OF LABOR, Bureau of Employees' Compensation, together with the official superior's report of injury, Form C. A. 2. Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Bureau.

Date of this notice October 17, 19 61

1. I hereby certify that I am employed as a GS-3, WAE Enumerator
(Occupation)
at the Statistical Reporting Service, USDA, 505 Federal Bldg., Munville, Louisiana
(Place of employment)
and on Tuesday, October 17, 19 61, at 4:55 p. m.
(Day of week) (Date) (Hour, a. m. or p. m.)
I was injured in the performance of my duties at Munville, Louisiana
(Location where injury occurred)

2. Cause of injury I was a passenger in an official vehicle involved in a two-car
(Describe as best you can how and why injury occurred)
accident on rain slick US 40W highway, 3 miles south of Munville, Louisiana.
Official car, which was south bound, skidded across highway into left hand lane
striking private car, a north bound vehicle, during a heavy rainstorm.

3. Nature of injury Bruises and lacerations to right knee, both legs, right side of
(Name part of body affected—fractured left leg, bruised right thumb, etc.)
head in temple area, right elbow and right hip.

4. Names of witnesses to injury Julia M. Smith, 19 State Street, Columbus, Ohio

5. If this notice was not given within 48 hours after the injury, explain reason for delay and state name of person to whom notice was first given, and when

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Name Philip H. Kelly

Address 20 Hanson Terrace
(Street and number)

Warren, Louisiana
(City or town)

February 23, 1962 (State)

Guide for Preparation of AD-278, Supervisor's Report of Accident

The attached Exhibit is an illustration of a completed form AD-278. The example used reports a collision between a privately owned car used on Government business and a car driven by a private citizen. (Form AD-278 replaces forms SF-91A, Supervisor's Report of Motor Vehicle Accident, and SF-92, Supervisor's Report of Non-vehicle Accident, which were used prior to January 1, 1962.)

The box at the top of the form marked "Case No." in Section I, should be left blank for the present.

Instructions for completing items appearing on Form AD-278 are as follows:

Section I - General Accident Data

Items 1 - 3: Self-explanatory.

Item 4: Include Federal and State license numbers if the driver has both.

Item 5: Self-explanatory and will be further explained in the narrative description.

Item 6: If additional space is needed, an attached list may be used.

Item 7: See the attached narrative account of the accident. (Exhibit F,3) Pertinent information is set out in captioned paragraphs, which should be helpful in assuring that all needed information is included.

Section II - Coded Accident Data

Items 8 - 9: These are self-explanatory. The code column should be left blank pending establishment of a standardized code procedure for Divisions and Station locations.

Item 10: The reverse of AD-278 explains the meaning of the code numbers to be used. "09" is used on the attached exhibit since none of the other descriptions fit this situation.

Item 11: Self-explanatory. This code column should also be left blank, for the reason explained in Items 8 - 9.

Item 12 - 22: Explanation of appropriate code numbers is provided on reverse of form.

Items 23 - 26: These items are not applicable in the example case described. When applicable refer to pertinent instructions provided in the last paragraph on reverse of form.

Items 27 - 31: Explanation of the code numbers for these items is provided on reverse of form.

Item 32: When pertinent refer to code identification on back of form.

Section III - Corrective Action

Items 33 - 40: Self-explanatory.

NOTE: An additional set of forms (in quadruplicate) would be required for Mr. Kelly (See Exhibit E-3) in accordance with instructions in the "NOTE" on the back of AD-278.

Whenever the entry for a particular item is "not applicable" the corresponding entry in the code column should be "00."

Distribution: This form comes in a four-part snapout, the original and two copies are to be sent to DP, MOS, Washington 25, D. C. The fourth copy is to be retained by the reporting office.

AD-278
(8-61)U. S. DEPARTMENT OF AGRICULTURE
SUPERVISOR'S REPORT OF ACCIDENTAGRICULTURAL ECONOMICS CIRCULAR No. 76
EXHIBIT E-2
EXCEPTION TO SF-91A AND SF-92. APPROVED BY
BUREAU OF THE BUDGET AUGUST, 1961

AGENCY		CASE NO. (COL. 1-4)		SECTION II- CODED ACCIDENT DATA		CODE
Statistical Reporting Service				8. DIVISION		
SECTION I- GENERAL ACCIDENT DATA				Field Operations		5 - 6
1. NAME OF EMPLOYEE INVOLVED				9. UNIT OR STATION		
John J. Jones				State Statistical Office Munville, Louisiana		7 - 10
2. AGE	3. SEX	4. DRIVER'S LICENSE NO.		10. OCCUPATION OF EMPLOYEE INVOLVED		
35	M	STATE L-41062-033-902 FED. AE-153		Enumerator (WAE)		11 - 12 09
5. LOCATION OF ACCIDENT (Shop, lab, street, etc.)				11. FUNCTIONAL ACTIVITY (Optional use)		
US 40-W - 3 miles south of Munville, La.				Crop reporting		13 - 14
6. NAME AND ADDRESS OF		WITNESS	INJURED	12. TYPE OF ACCIDENT BEING REPORTED		
Julia M. Smith 19 State St. Columbus Ohio		X		Non-Govt. property damage - Injury 2 USDA employees & 1 non-Govt. person		3,4,6
Harold J. Brown, 91 Lenox Av. Indianapolis, Indiana			X	13. DATE OF ACCIDENT		1017
John J. Jones, 10 Tower Drive Skeekonk, Louisiana			X	14. TIME OF ACCIDENT		17
Philip H. Kelly, 20 Hanson Terrace Warren, Louisiana			X	15. AGENCY OF ACCIDENT		20
7. NARRATIVE DESCRIPTION OF ACCIDENT (Tell when, where, why, and how it happened. Identify the equipment and property involved and explain extent of damage or injury. Attach extra sheets if necessary to complete the narrative, to list additional witnesses and for diagrams.) SEE ATTACHED. If additional space is needed for narrative description use attachment.				16. MECHANICAL OR PHYSICAL FACTOR INVOLVED		04
				Hazardous procedure		
				17. ACT OF EMPLOYEE INVOLVED		05
				Operating at unsafe speed		
				18. EMPLOYEE'S PERSONAL FACTOR		04
				Questionable judgment		
				19. EXTENT OF INJURY TO EMPLOYEE		3
				Temporary Total		
				20. NATURE OF INJURY		07
				Broken ribs, punctured lung		
				21. PART OF BODY INJURED		05
				Body - affecting lung		
				22. CAUSE OF INJURY		10
				Thrown from car		
				23. COST OF REPAIR TO USDA PROPERTY		00
				N.A.		
				24. COST OF REPAIR TO USDA VEHICLE		00
				N.A.		
				25. COST OF REPAIR TO GSA PROPERTY		00
				N.A.		
				26. COST OF REPAIR TO GSA VEHICLE		00
				N.A.		
				27. COST OF REPAIR TO PRIVATE PROPERTY USED ON OFFICIAL BUSINESS		1040
				\$1040 - Total loss		
				28. COST OF REPAIR TO OTHER PRIVATE PROPERTY		1400
				\$1400 - Total loss		
				29. COST OF MEDICAL SERVICES FOR INJURED EMPLOYEE		5000
				\$5000 - estimated		
				30. COST OF WAGES TO INJURED EMPLOYEE WHILE OFF DUTY		00
				N.A. (WAE employee)		
				31. DAYS INJURED EMPLOYEE WAS OFF DUTY		045
				45		
				32. IF FIRE, HOW WAS IT CAUSED?		00
				N.A.		
SECTION III- CORRECTIVE ACTION		RECOM- MENDED	COM- PLETED	SECTION III- CORRECTIVE ACTION		COM- PLETED
33. ADDITIONAL EMPLOYEE TRAINING				37. ADDITIONAL SUPERVISORY TRAINING		
Driver Safety Training		X		N. A.		
34. CORRECTED PROCEDURE				38. INSTALL SAFETY DEVICE OR PRO- VIDE PERS. PROTECTIVE EQUIPMENT		
Defensive Increased alertness, Driving		X		N.A.		
35. IMPROVED HOUSEKEEPING				39. OTHER (Explain in item 7.)		
N. A.						
36. REPORTING SUPERVISOR'S SIGNATURE		DATE		40. REVIEWING OFFICIAL'S SIGNATURE		DATE
James P. Carroll		10-17-61		Safety Officer. DP, MOS, Washington D. C.		10-23-61

Accident reports provide facts essential to safety planning. The objective is to discover the causes of accidents and take the action necessary to prevent similar incidents. To accomplish this objective, it is imperative that all property damage accidents be reported. It is impossible to contemplate the cause of fatal and serious injury accidents before they occur. However, through action to prevent the recurrence of property damage accidents, supervisors can minimize the chance of fatal or serious injuries.

Supervisors should orient their employees on the subject of accident reporting and require oral or written reports from employees on all property damage, first aid and medical treatment accidents, as well as those which result in deaths and lost-time injuries. Form AD-278 is to be completed in quadruplicate by supervisors. The original and two copies are to be distributed according to agency instructions and the fourth copy is to be retained locally.

Supervisors are to insert appropriate code numbers in the "code" column of the form. An agency may use and code the case number, if it wishes. The following codes apply to Section II of Form AD-278:

Item 8 Division

Each agency is to provide its own code.

Item 9 Unit or Station

Each agency may provide its own code.

Item 10 Occupation or Job Title

	Code
Laborer	01
Skilled trades worker	02
Foreman or job supervisor	03
Aid or technician	04
Professional	05
Research professional	06
Office worker (clerk, secretary, etc.)	07
Office worker (administrative level)	08
Other (explain)	09

Item 11 Functional Activity Code

Each agency using this item shall provide its own code.

Item 12 Type of Accident

Damage to USDA property	1
Damage to other Federal property	2
Damage to non-Gov't property	3
Injury to USDA employee	4
Injury to other Federal employee	5
Injury to non-Gov't persons	6

Item 13 Date

Allow two digits for month and two for date; e.g., January 5 is 0105, October 17 is 1017, etc.

Item 14 Time

Code the hour from 00 to 23; e.g., 00 for 12 midnight to 12:59 a.m., 11 for 11:00 to 11:59 a.m., 15 for 3:00 to 3:59 p.m., etc.

Item 15 Agency of Accident

Aircraft	01
Domestic animal	02
Insect	03
Snake or reptile	04
Wild animal	05
Boiler or pressure vessel	06
Chemical	07
Conveyor	08
Dust	09
Electrical apparatus	10
Elevator	11
Hand tool (manual)	12
Hand tool (electric)	13
Flammables or hot substance	14
Hoisting apparatus	15
Radioactive substance	16
Machine	17
Mechanical power transmission	18
Pump or prime mover	19
Motor vehicle	20
Working surface	21
Ladder	22
Other (explain)	23

Item 16 Mechanical or Physical Condition

Defective equipment	01
Defective material	02
Hazardous arrangement	03

Item 16 - Continued Code

Hazardous procedure	04
Improper illumination	05
Improper ventilation	06
Improper guarding	07
Improper marking	08
Unsafe dress	09
Unsafe working surface	10
Other (explain)	11

Item 17 Employee's Act

Distraction - horseplay	01
Wearing unsafe attire	02
Failure to wear safety apparel	03
Making safety device inoperable	04
Operating or working at unsafe speeds	05
Operating without authority	06
Failure to secure or warn	07
Unsafe procedure or position	08
Unsafe loading, mixing or storing	09
Using unsafe equipment	10
Using improper equipment or device	11
Working with dangerous equipment or material	12
Failure to comply with rules or procedures	13
Other (explain)	14

Item 18 Employee's Personal Factor

Bodily defect	01
Improper attitude	02
Lack of knowledge or skill	03
Other (explain)	04

Item 19 Extent of Injury

First aid cases	1
Temporary partial (medical treatment)	2
Temporary total	3
Permanent partial	4
Permanent total	5
Fatal	6

Item 20 Nature of Injury

Amputation	01
Bruise, contusion or abrasion	02
Burn or scald	03
Concussion	04
Laceration	05
Dermatitis	06
Fracture	07
Hernia	08
Puncture	09
Strain or sprain	10

Item 20 - Continued Code

Other (explain)	11
-----------------	----

Item 21 Part of Body Injured

Head or neck	01
Eye(s)	02
Hand(s)	03
Arm(s)	04
Body	05
Back	06
Internal	07
Leg(s)	08
Foot (feet)	09
Multiple injury	10

Item 22 Cause of Injury

Striking against	01
Struck by	02
Caught in, on, or between	03
Fall on same level	04
Fall to different level	05
Slip - no fall	06
Exposure to temperature extremes	07
Inhalation, absorption, ingestion	08
Contact with electric current	09
Other (explain)	10

Item 32 How Caused

Electricity	01
Spontaneous	02
Matches	03
Lightning	04
Smoking materials	05
Chemicals or explosives	06
Other (explain)	07

Items 23, 24, 25, 26, 27, 28, 29, 30 and 31 - code an estimate to the nearest whole number of the cost or days lost.

NOTE - If more than one USDA employee was injured in this accident, please complete items 1, 2 and 3 of Section I, and items 19, 20, 21, 22, 29, 30 and 31 in Section II of another Form AD-278 for each additional injured employee, and attach these forms to the accident report.

Item 7: "Narrative Description of Accident" (Attach to AD-278)

Persons involved in Accident

John J. Jones, AE employee, driver of his own vehicle on official business
Philip H. Kelly, AE employee, passenger in Mr. Jones' vehicle
Harold J. Brown, driver of private automobile

Accident - While approaching Munville, about 3 miles south of center of town, the southbound official car went into skid. The driver lost control and vehicle crossed into left lane, striking oncoming car driver by Mr. Brown. The accident occurred at 4:55 p.m., CST on a rainswept straight stretch of highway. Visibility was fair in both directions. (See photographs) The right front of the official vehicle struck private car directly in front. (See photos of cars No. 1 and No. 2). The impact plus angle of contact, spun private car around. Both cars ended up parallel to each other, backs to the highway, at a 45 degree angle to roadway. (See diagram).

Both occupants of official car were thrown to pavement, out of right side of car. Occupant of private car remained inside his car. All three were taken to Munville Community Hospital.

State Trooper Mallett arrived on scene shortly after accident, but did not get written statement from witness since it is not required for police report. Apparently witness car was so close to accident she almost became involved. The trooper questioned Mr. Brown. He said the official car was upon him before he knew what happened. The police did not find any proof of willful negligence. The cause was attributed to the skid. The speed of both cars at the time of accident was not considered excessive.

Property Damage - Both cars were total loss. Private car had a book value of \$1400 and the official car \$1040. No other property involved.

Extent of Injuries - Mr. Jones, several broken ribs, punctured lung, cuts, bruises, lacerations to other parts of body. Condition critical.

Mr. Kelly, bruises and lacerations to right knee, both legs, right temple, right elbow and right hip area. Ambulatory case. Now in hands of government designated physician.

Mr. Brown, broken collarbone, cut in forehead. Condition fair.

Miscellaneous -

Note: Include here pertinent information such as: insurance coverage on both vehicles, if available, results of interviews with witnesses, diagrams of accident scene, with direction of vehicles clearly indicated.

Use one of these outlines to sketch the scene of the accident, writing in street or highway names or numbers.

- 100

☐ ☐ & LEFT SIDE

INVESTIGATION REPORT OF
MOTOR VEHICLE ACCIDENTUSDA
Statistical Reporting Service
(Department or establishment)

1. State Statistician's Office, Munville, Louisiana (Name and location of reporting unit)			
2. GENERAL LOCATION, DATE, DAY AND HOUR OF ACCIDENT ACCIDENT IN CITY, GIVE CITY OR TOWN AND STATE; IF OUTSIDE CITY LIMITS, INDICATE MILEAGE OR DISTANCE TO NEAREST CITY OR TOWN Munville, Louisiana (City or town) 3 miles south FROM Limits ☐ St. Joseph, Louisiana (County and State) DATE 10-17-61 DAY OF WEEK Tuesday HOUR 4:55 P. M. CST			
3. EXACT LOCATION OF ACCIDENT ACCIDENT OCCURRED ON U.S. 40 W (Street) (Highway) NOTE: CHECK AND COMPLETE ONE. Name (or otherwise identify) nearest intersecting street, house number, power or telephone pole (give number), highway curve, bridge, railroad crossing, filling station, alley, driveway, culvert, guardrail, milepost, underpass, or other identifying landmark. Show exact distance. ☐ AT INTERSECTION WITH (Street or alley) ☐ NOT AT INTERSECTION (Distance) (Direction) of 300 feet south of State Highway Maintenance Garage			
4. FEDERAL VEHICLE (Fed.) (Includes Privately Owned Body Type Operated)		5. OTHER VEHICLE (2)	
YEAR 1957 MAKE Oldsmobile BODY TYPE 2-door	YEAR 1959 MAKE Plymouth BODY TYPE 4-door	REGISTRATION NO. 609-702 A	REGISTRATION NO. 896MJ Ind.
KIND OF CARGO -	KIND OF CARGO -	NUMBER OF PASSENGERS 2	NUMBER OF PASSENGERS 1
WAS CARGO DAMAGED? YES	WAS CARGO DAMAGED? YES	NO	NO
PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE Total Loss \$1040 - Right front of car smashed back into front seat		PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE Total Loss \$1400- Whole front of car pushed in. Windshield smashed. interior torn up.	
GOING (Direction) South	ON (Street or highway) 40 W	GOING (Direction) North	ON (Street or highway) 40 W
DISTANCE DANGER NOTICED (Feet) -	ESTIMATED SPEED THEN (m. p. h.) App. 40	DISTANCE DANGER NOTICED (Feet) -	ESTIMATED SPEED THEN (m. p. h.) App. 40
ESTIMATED SPEED AT IMPACT (m. p. h.) 40	ESTIMATED SPEED AT IMPACT (m. p. h.) 40	ESTIMATED SPEED AT IMPACT (m. p. h.) 40	ESTIMATED SPEED AT IMPACT (m. p. h.) 40
LAWFUL SPEED (m. p. h.) 60	DISTANCE TRAVELED AFTER IMPACT (Feet) None	LAWFUL SPEED (m. p. h.) 60	DISTANCE TRAVELED AFTER IMPACT (Feet) None
MAXIMUM SAFE SPEED (m. p. h.) 40	OPERATOR'S PERMIT ☐ FEDERAL ☒ STATE L-41062-033-902	MAXIMUM SAFE SPEED (m. p. h.) 40	OPERATOR'S PERMIT B-262-601 Ohio
TYPE OF PERMIT (Issuing State) (Permit number)	TYPE OF PERMIT (Issuing State) (Permit number)	TYPE OF PERMIT (Issuing State) (Permit number)	TYPE OF PERMIT (Issuing State) (Permit number)
☐ CHAUFFEUR ☐ TRUCK DRIVER ☒ OPERATOR	☐ CHAUFFEUR ☐ TRUCK DRIVER ☒ OPERATOR	☐ CHAUFFEUR ☐ TRUCK DRIVER ☒ OPERATOR	☐ CHAUFFEUR ☐ TRUCK DRIVER ☒ OPERATOR
LIMITATION OF PERMIT None	LIMITATION OF PERMIT none	LIMITATION OF PERMIT	LIMITATION OF PERMIT
DRIVER'S NAME John J. Jones SEX M AGE 35	DRIVER'S NAME Harold J. Brown SEX M AGE 45	DRIVER'S NAME	DRIVER'S NAME
ADDRESS 10 Tower Drive Skeekonk, Louisiana	ADDRESS 91 Lenox Avenue Indianapolis, Indiana	ADDRESS	ADDRESS
NUMBER OF HOURS ON DUTY PRECEDING ACCIDENT 9	YEARS DRIVING EXPERIENCE Many years	EXPERIENCE THIS TYPE VEHICLE Own car	EXPERIENCE THIS TYPE VEHICLE Same

AGRICULTURAL ECONOMICS CIRCULAR No. 76
EXHIBIT F

6. WITNESSES	
A. NAME Julia M. Smith	PHONE NO. -
ADDRESS 19 State Street Columbus, Ohio	ADDRESS
LOCATION OF WITNESS AT TIME OF ACCIDENT behind official car	LOCATION OF WITNESS AT TIME OF ACCIDENT
7. KILLED OR INJURED	
A. NAME *See Sections V & VII	SEX
ADDRESS of SF 91	AGE
B. NAME	SEX
ADDRESS	AGE
CHECK ONE	CHECK ONE
☐ KILLED ☒ DRIVER ☐ HELPER	☐ KILLED ☒ DRIVER ☐ HELPER
☒ INJURED ☒ PASSENGER ☐ PEDESTRIAN	☒ INJURED ☐ PASSENGER ☐ PEDESTRIAN
CHECK ONE ☐ IN FED. VEHICLE ☐ IN OTHER VEHICLE	CHECK ONE ☐ IN FED. VEHICLE ☐ IN OTHER VEHICLE
WHERE IN VEHICLE? Both thrown out	WHERE IN VEHICLE? Striking against inside
FIRST AID GIVEN BY Ambulance attendants	FIRST AID GIVEN BY Ambulance attendants
TAKEN TO Munville Memorial Hospital	TAKEN TO Same
TAKEN BY St. Joseph County Ambulance	TAKEN BY Same
REGISTRATION NO.	REGISTRATION NO.
8. PEDESTRIAN	
PEDESTRIAN WAS GOING ☐ ON	PEDESTRIAN WAS GOING ☐ ACROSS
(Direction)	(Street, highway No., etc.) FROM (SW. cor., W. side, etc.) TO (NE. cor., W. side, etc.)
PEDESTRIAN WAS (Check one)	
☐ 1. CROSSING AT INTERSECTION WITH SIGNAL	☐ 9. NOT AT SAFETY ZONE
☐ 2. SAME—AGAINST SIGNAL	☐ 10. GETTING ON OR OFF ANOTHER VEHICLE
☐ 3. SAME—NO SIGNAL	☐ 11. PLAYING IN ROADWAY
☐ 4. SAME—DIAGONALLY	☐ 12. WORKING IN ROADWAY
☐ 5. CROSSING NOT AT INTERSECTION COMING FROM BEHIND PARKED CARS	☐ 13. WALKING IN ROADWAY—WITH TRAFFIC
☐ 6. SAME—NOT COMING FROM BEHIND PARKED CARS	☐ 14. WALKING IN ROADWAY—AGAINST TRAFFIC
☐ 7. COMING FROM BEHIND PARKED CARS TO ENTER VEHICLE	☐ 15. WALKING IN ROADWAY—SIDEWALKS AVAILABLE
☐ 8. WAITING OR GETTING ON OR OFF AT STREET CAR SAFETY ZONE	☐ 16. WALKING IN ROADWAY—NO SIDEWALKS AVAILABLE
☐ 17. HITCHING ON VEHICLE	☐ 18. LYING IN ROADWAY
☐ 19. NOT IN ROADWAY (Explain)	
9. DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES OR CARGO	
NAME OBJECTS, SHOW OWNERSHIP, STATE NATURE OF DAMAGE	
10. KIND OF LOCALITY (Check one)	
☐ 1. MANUFACTURING AND INDUSTRIAL	☒ 3. OPEN COUNTRY
☐ 2. SHOPPING AND BUSINESS	☐ 6. INDUSTRIAL PREMISES
☐ 3. RESIDENTIAL	☐ 7. HOME OR DOMESTIC PREMISES
☐ 4. SCHOOL AND PLAYGROUND	☐ 8. OTHER (Specify)
11. LIGHT (Check one)	
☒ 1. DAYLIGHT ☐ 2. DAWN	☐ 1. CLEAR ☐ 4. FOG
☐ 2. DUSK	☒ 2. RAINING ☐ 5. OTHER (Specify)
DARKNESS WITH:	☐ 3. SNOWING
☐ 4. ARTIFICIAL LIGHT	
☐ 5. NO ARTIFICIAL LIGHT	
12. WEATHER (Check one)	

NOTE: This illustrates preparation of SF 91-A which is required only if GSA motor pool vehicle is involved in accident.

February 23, 1962

13. CONDITION OF DRIVER AND PEDESTRIAN Check for each person <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☒ 2 ☒ 1A. HAD NOT BEEN DRINKING 1B. HAD BEEN DRINKING, IF SO: 2. ABILITY IMPAIRED 3. ABILITY NOT IMPAIRED 4. NOT KNOWN WHETHER IMPAIRED </td> <td style="width: 50%;"> FED 2 ☐ 3. PHYSICAL DEFECT 4. OTHER HANDICAPS, CARRYING BUNDLES, UMBRELLAS, ETC. 5. SLEEPY, FATIGUED, ETC. 6. APPARENTLY ASLEEP 7. APPARENTLY NORMAL </td> </tr> </table>	FED 1 ☒ 2 ☒ 1A. HAD NOT BEEN DRINKING 1B. HAD BEEN DRINKING, IF SO: 2. ABILITY IMPAIRED 3. ABILITY NOT IMPAIRED 4. NOT KNOWN WHETHER IMPAIRED	FED 2 ☐ 3. PHYSICAL DEFECT 4. OTHER HANDICAPS, CARRYING BUNDLES, UMBRELLAS, ETC. 5. SLEEPY, FATIGUED, ETC. 6. APPARENTLY ASLEEP 7. APPARENTLY NORMAL	14. CONDITION OF VEHICLE Check one or more for each vehicle <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☐ 2. DEFECTIVE BRAKES 3. ONE HEADLIGHT OUT 4. BOTH HEADLIGHTS OUT 5. TAILLIGHT OUT OR OBSCURED 6. DIM. COWL OR FENDER LIGHTS ONLY 7. SIGNAL LIGHTS DEFECTIVE 8. OTHER LIGHTS OR REFLECTORS DEFECTIVE </td> <td style="width: 50%;"> FED 2 ☐ 9. TIRE BLEW OUT 10. DEFECTIVE STEERING MECHANISM 11. NO APPARENT DEFECTS 12. OTHER DEFECTS (Specify) </td> </tr> </table>	FED 1 ☐ 2. DEFECTIVE BRAKES 3. ONE HEADLIGHT OUT 4. BOTH HEADLIGHTS OUT 5. TAILLIGHT OUT OR OBSCURED 6. DIM. COWL OR FENDER LIGHTS ONLY 7. SIGNAL LIGHTS DEFECTIVE 8. OTHER LIGHTS OR REFLECTORS DEFECTIVE	FED 2 ☐ 9. TIRE BLEW OUT 10. DEFECTIVE STEERING MECHANISM 11. NO APPARENT DEFECTS 12. OTHER DEFECTS (Specify)		
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15. VISION OBSCURED BY Check where applicable <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☒ 2. RAIN, SNOW, ETC., ON WINDSHIELD 3. CRACKED WINDSHIELD 4. DIRTY WINDSHIELD, WINDOWS 5. WINDSHIELD, WINDOWS NOT GLASS 6. TREES, CROPS, ETC. 7. BUILDING </td> <td style="width: 50%;"> FED 2 ☐ 7. EMBANKMENT 8. SIGNBOARDS 9. PARKED VEHICLE 10. MOVING VEHICLE 11. OTHER (Specify) </td> </tr> </table>	FED 1 ☒ 2. RAIN, SNOW, ETC., ON WINDSHIELD 3. CRACKED WINDSHIELD 4. DIRTY WINDSHIELD, WINDOWS 5. WINDSHIELD, WINDOWS NOT GLASS 6. TREES, CROPS, ETC. 7. BUILDING	FED 2 ☐ 7. EMBANKMENT 8. SIGNBOARDS 9. PARKED VEHICLE 10. MOVING VEHICLE 11. OTHER (Specify)	16. ROAD CHARACTER Check one in each section <table style="width: 100%;"> <tr> <td style="width: 50%;"> 1. STRAIGHT 2. SHARP CURVE OR TURN 3. OTHER CURVES </td> <td style="width: 50%;"> 1. LEVEL 2. UP HILL 3. HILL CREST 4. DOWN HILL </td> </tr> </table>	1. STRAIGHT 2. SHARP CURVE OR TURN 3. OTHER CURVES	1. LEVEL 2. UP HILL 3. HILL CREST 4. DOWN HILL		
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18. ROAD CONDITION Check one <table style="width: 100%;"> <tr> <td style="width: 50%;"> 1. DRY 2. WET 3. MUDDY 4. SNOWY 5. ICY </td> <td style="width: 50%;"> 6. LOOSE MATERIAL ON SURFACE 7. HOLES, DEEP RUTS 8. DEFECTIVE SHOULDERS 9. NO DEFECTS 10. OTHER DEFECTS (Specify) </td> </tr> </table> WAS ROAD UNDER CONSTRUCTION OR REPAIR? ☐ YES ☒ NO	1. DRY 2. WET 3. MUDDY 4. SNOWY 5. ICY	6. LOOSE MATERIAL ON SURFACE 7. HOLES, DEEP RUTS 8. DEFECTIVE SHOULDERS 9. NO DEFECTS 10. OTHER DEFECTS (Specify)	17. ROAD SURFACE Check one <table style="width: 100%;"> <tr> <td style="width: 50%;"> 1. CONCRETE 2. BRICK 3. BLACK TOP 4. GRAVEL, SAND, OR DIRT-OILED 5. GRAVEL, SAND, OR DIRT-UNOILED 6. OTHER (Specify) </td> <td style="width: 50%;"> 7. NO CONTROL PRESENT </td> </tr> </table>	1. CONCRETE 2. BRICK 3. BLACK TOP 4. GRAVEL, SAND, OR DIRT-OILED 5. GRAVEL, SAND, OR DIRT-UNOILED 6. OTHER (Specify)	7. NO CONTROL PRESENT		
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20. DRIVER'S ACTIONS Check one for each driver <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☐ 2. MAKING RIGHT TURN 3. MAKING LEFT TURN 4. MAKING U TURN 5. GOING STRAIGHT AHEAD 6. SLOWING DOWN, STOPPING 7. OVERTAKING, PASSING 8. FORWARD FROM PARKING SPACE </td> <td style="width: 50%;"> FED 2 ☐ 9. BACKWARD FROM PARKING SPACE 10. OTHER BACKING 11. STOPPED IN TRAFFIC LANE 12. OTHER (Specify) </td> </tr> </table> Check if applicable: <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☒ 13. SKIDDING 14. AVOIDING VEHICLE, OBJECT, OR PEDESTRIAN 15. EMERGING FROM ALLEY OR DRIVEWAY </td> <td style="width: 50%;"> FED 2 ☐ 16. DISABLED VEHICLE, PARKED 17. GAVE WARNING (Horn, Signal, Indicator) </td> </tr> </table>	FED 1 ☐ 2. MAKING RIGHT TURN 3. MAKING LEFT TURN 4. MAKING U TURN 5. GOING STRAIGHT AHEAD 6. SLOWING DOWN, STOPPING 7. OVERTAKING, PASSING 8. FORWARD FROM PARKING SPACE	FED 2 ☐ 9. BACKWARD FROM PARKING SPACE 10. OTHER BACKING 11. STOPPED IN TRAFFIC LANE 12. OTHER (Specify)	FED 1 ☒ 13. SKIDDING 14. AVOIDING VEHICLE, OBJECT, OR PEDESTRIAN 15. EMERGING FROM ALLEY OR DRIVEWAY	FED 2 ☐ 16. DISABLED VEHICLE, PARKED 17. GAVE WARNING (Horn, Signal, Indicator)	19. TRAFFIC CONTROL Check one or more <table style="width: 100%;"> <tr> <td style="width: 50%;"> 1. R. R. CROSSING GATES 2. R. R. AUTOMATIC SIGNAL 3. OFFICER OR WATCHMAN 4. STOP AND GO LIGHT 5. STOP SIGN 6. WARNING SIGN OR SIGNAL 7. FLAGS OR FLARES 8. NO CONTROL PRESENT </td> <td style="width: 50%;"> 9. NO CONTROL PRESENT </td> </tr> </table>	1. R. R. CROSSING GATES 2. R. R. AUTOMATIC SIGNAL 3. OFFICER OR WATCHMAN 4. STOP AND GO LIGHT 5. STOP SIGN 6. WARNING SIGN OR SIGNAL 7. FLAGS OR FLARES 8. NO CONTROL PRESENT	9. NO CONTROL PRESENT
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22. ROAD WIDTHS AND LANES WIDTH OF ROAD OR PAVEMENT 22 feet WERE LANES MARKED? Yes BY WHAT? Dashed white line	21. VIOLATIONS Check one or more <table style="width: 100%;"> <tr> <td style="width: 50%;"> FED 1 ☐ 2. EXCEEDING LAWFUL SPEED 3. DID NOT HAVE RIGHT-OF-WAY 4. ON WRONG SIDE OF ROAD 5. DROVE THROUGH SAFETY ZONE 6. PASSING STANDING STREETCAR 7. PASSING ON HILL 8. PASSING ON CURVE 9. CUTTING IN 10. FOLLOWING TOO CLOSELY 11. FAILURE TO SIGNAL OR IMPROPER SIGNAL 12. WIDE RIGHT TURN 13. CUT CORNER ON LEFT TURN </td> <td style="width: 50%;"> FED 2 ☐ 14. TURN FROM WRONG LANE 15. DISREGARDED STOP SIGN 16. DISREGARDED WARNING SIGN OR SIGNAL 17. DISREGARDED STOP AND GO LIGHT 18. IMPROPER STARTING FROM PARKED POSITION 19. IMPROPER PARKING 20. NO IMPROPER DRIVING INDICATED 21. OTHER IMPROPER ACTION (Specify) </td> </tr> </table>	FED 1 ☐ 2. EXCEEDING LAWFUL SPEED 3. DID NOT HAVE RIGHT-OF-WAY 4. ON WRONG SIDE OF ROAD 5. DROVE THROUGH SAFETY ZONE 6. PASSING STANDING STREETCAR 7. PASSING ON HILL 8. PASSING ON CURVE 9. CUTTING IN 10. FOLLOWING TOO CLOSELY 11. FAILURE TO SIGNAL OR IMPROPER SIGNAL 12. WIDE RIGHT TURN 13. CUT CORNER ON LEFT TURN	FED 2 ☐ 14. TURN FROM WRONG LANE 15. DISREGARDED STOP SIGN 16. DISREGARDED WARNING SIGN OR SIGNAL 17. DISREGARDED STOP AND GO LIGHT 18. IMPROPER STARTING FROM PARKED POSITION 19. IMPROPER PARKING 20. NO IMPROPER DRIVING INDICATED 21. OTHER IMPROPER ACTION (Specify)				
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NUMBER OF LANES 2 WERE LANES SEPARATED? No	23. POLICE ACTION, IF ANY CHARGE None NAME OF PERSON CHARGED Wm. Mallett #645 La. State Police						

24. INDICATE ON THIS DIAGRAM HOW ACCIDENT HAPPENED
 Use one of these outlines to sketch the scene of the accident, writing in street or highway names or numbers.
 1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle.
 2. Use solid line to show path before accident.
 3. Show pedestrian by
 4. Show railroad by
 5. Give names or numbers of streets or highways
 6. Indicate north by arrow in this circle

25. POINT OF IMPACT
 CHECK ONE FOR EACH VEHICLE INVOLVED

FED 1 ☐ 2. FRONT 3. LEFT FRONT 4. RIGHT FRONT	FED 2 ☒ 3. LEFT FRONT 4. RIGHT REAR	FED 3 ☐ 5. LEFT REAR 6. REAR	FED 4 ☐ 7. RIGHT SIDE 8. LEFT SIDE
--	--	--	--

26. DESCRIBE WHAT HAPPENED
 REFER TO VEHICLES BY "FED" AND "2"
 Federal car proceeding South on 22 ft. wide 2-lane black top U.S. 40W at approximately 40 mph, skidded in heavy rain on wet, slick surface, went out of control crossed over into left side of road, striking oncoming #2 car, also traveling at approximately 40 mph.

27. SIGNATURE OF INVESTIGATOR John T. Smith	TITLE Safety Officer, DP, MOS, Agric. Econ.	DATE 10-23-61
28. STATEMENT OF REVIEWING OFFICIAL USDA		
WAS THE DRIVER ACTING WITHIN THE SCOPE OF HIS EMPLOYMENT? STATE BASIS FOR ANSWER ☐ YES ☐ NO		
USE THIS SPACE TO SHOW CONSEQUENCES OF ACCIDENT AFFECTING AGENCY PERSONNEL REPORTED IN SECTION 7.		
A. ☐ MILITARY PERSONNEL ☐ CIVILIAN PERSONNEL		
PROBABLE DISABILITY		NATURE OF INJURY AND PART OF BODY
DATE STOPPED WORK		DATE RESUMED WORK
DATE RESUMED WORK		
B. ☐ MILITARY PERSONNEL ☐ CIVILIAN PERSONNEL		
PROBABLE DISABILITY		NATURE OF INJURY AND PART OF BODY
DATE STOPPED WORK		DATE RESUMED WORK
DATE RESUMED WORK		
WHAT ACTION HAS BEEN TAKEN		
SIGNATURE OF REVIEWING OFFICIAL		TITLE (Civilian or military)
DATE		DATE

MOTOR VEHICLE ACCIDENT REPORT KIT

WHAT TO DO IN CASE OF ACCIDENT

1. Stop immediately.
2. If someone is hurt call a doctor.
3. Secure names and addresses of witnesses.
4. Take pertinent measurements before vehicles are moved.
5. Report accident to local police and notify supervisor as soon as possible.
6. Investigate and report accident using forms and instructions in this envelope. Complete SF-91 before leaving scene.
7. Be sure to get a new Kit or refill this one.
(See contents below)

CONTENTS

1. Guide for Investigating and Reporting Motor Vehicle Accidents.
2. Forms SF-91, AD-278, and SF-94 (2 copies).
3. Forms CA-1, Notice of Injury.
4. Name, address, and telephone number (business and private) of supervisor or person to be notified in case of injury.
5. List of designated physicians for area usually traveled.
6. Blank paper for notes, sketches, statements, etc.

NOTICE TO POLICE

If the driver of this vehicle is injured, please notify his supervisor by telephone or telegraph collect. The name, address, and telephone number may be found in this envelope.

Form MOS-92

U. S. DEPARTMENT OF AGRICULTURE
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGC 77

JUN 20 1962

To : All Divisions and Offices

From : S. J. Dorick, Director
Division of Administrative Services, MOS

Subject: Economy in mailing practices

THE POSSIBILITY of an increase in postal rates later this year makes a review of mail operations important for all of us. Even if no rate change occurs, such a review can result in substantial savings.

In the interest of economy, certain mailing practices are suggested:

1. Use special handling or special delivery mail only when definitely needed. Do not use registered mail if certified mail will suffice.
2. Be careful in the use of airmail. Consider the use of regular mail when delivery is desired for the following Monday morning.
3. Do not send special delivery letters to post offices that do not provide this service, nor to mail addressed to box numbers.
4. Keep in mind that window envelopes cost only a little more than regular envelopes, but the former will save the expense of addressing.

Field offices in particular should consider the following:

5. Assign one person in the office who will be responsible for and have authority to handle the mail.
6. Coordinate mailing schedule with dispatches from the post office. The local post office will give you a copy of its out-going schedules, both air and regular.
7. Offices having mailing quotas should make every effort not to exceed their quota.
8. Acquisition of envelopes should be for not more than are required to maintain a normal or reasonable reserve.
9. Check mailing lists, eliminate wrong names and addresses and remove names of those not having need for mailed materials.

S. J. Dorick



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

July 2, 1962

To : All Divisions and Officers, ERS, SRS, MOS, and SEG,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Amendment to Agricultural Economics Circular No. 76

This memorandum transmits an amended page to Agricultural Economics Circular No. 76 to require that Motor Vehicle Accident Report Kits, MOS-92, be kept current and to provide for the return of such kits when employees leave.

Because of the large number of accident report kits that have been and will be issued, there will be a problem in keeping the forms and information maintained on a current basis. Also because of the large number of temporary employees, especially Enumerators, who have been and will continue to be issued accident report kits, care should be exercised to see that such kits are returned when the employee completes his assignment. The kits should be retained for reissuance if it is likely that they will be needed, or returned to DAS. The attached pages 3 and 4 should be inserted in Agricultural Economics Circular No. 76 and the present pages 3 and 4 removed. Changes are indicated by asterisks.

Attachment

Charles F. Kiefer



THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

1955

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

1955

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

THE UNIVERSITY OF CHICAGO
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RESEARCH REPORT

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

III MOTOR VEHICLE ACCIDENT REPORT KIT

A General. A Motor Vehicle Accident Report Kit, MOS-92, (Exhibit G) shall be in the glove compartment of any official vehicle driven by an Agricultural Economics employee on official business. (Appropriate accident reporting material available in GSA or commercially rented vehicles can be used in lieu of MOS-92.) Note: The name, address, and telephone number (business and private) of supervisors or person to be notified in the case of injury must be included in the kit.

*-B Keeping Kits Current. Each driver shall be responsible for periodically checking the kit in his car to see that all required reporting forms are included and that the names and address of those to be notified in case of accident are current and correct, and to immediately replace any forms used in reporting an accident.. *

C Return of Kits. Any employee possessing a kit, whose tour of duty with Agricultural Economics terminates, temporarily or otherwise, shall return it to his supervisor with his driver's identification card, if any. The supervisor shall make certain the kit is returned.*

D Reissuance of Returned Kits. Returned kits shall be refilled and reissued for use in another official car. State Statistical Offices should be sure that all Enumerators employed under Letter of Authorization return the kits. The kits may be retained in the office for reissuance. Return any kits not to be used in a reasonable time to the Division of Administrative Services.-* *

IV RESPONSIBILITIES OF THE EMPLOYEE

An employee involved in a motor vehicle accident while driving an official vehicle is responsible for reporting the accident as outlined below:

A Identify himself before leaving the scene of the accident. If the owner of the other vehicle is not present, leave written identification in his vehicle or with a responsible person in the neighborhood.

B If the vehicle(s) have to be moved because of traffic hazard, clearly mark location of physical evidence such as point of collision, tire or skid marks. Ordinarily nothing should be moved until all pertinent measurements have been made by the driver of the official vehicle, investigating officer, or local police.

C Get names and addresses of witnesses and obtain their written statements while still at the scene of the accident. Use SF-94, Statement of Witnesses, to record such statements (Exhibit C).

D Report accident to local or State police.

(IV)

E Employees, including Washington, D. C., employees in travel status, should notify their supervisor immediately when involved in any motor vehicle accident (Exhibit A).

F Report the accident by telephone or telegraph to the Division of Personnel (DP), MOS, if serious enough to warrant an investigation by a special investigator (Paragraph V C).

G Complete SF-91, Operator's Report of Motor Vehicle Accident, before leaving scene (Exhibit B). If driver is unable to do this, investigating officer shall complete the report.

H If injured, complete Form CA-1, Employees' Notice of Injury or Occupational Disease, (Exhibit D). If driver is unable to complete the form, his supervisor or a designated employee should do so.

I If authorized to do so (Paragraph V A) conduct an investigation and complete AD-278, Supervisor's Report of Accident (Exhibit E). Also complete SF-91A, Investigation Report of Motor Vehicle Accident, (Exhibit F) if a GSA motor pool vehicle is involved. (Item C, Exhibit A).

J Submit all reports and evidence collected to the supervisor within three days after date of accident.

K Cooperate fully in any investigation ordered by higher Agricultural Economics authority or conducted by law enforcement officers.

V INVESTIGATING OFFICER

The investigating officer responsible for investigating an accident shall be:

A Employee. The employee involved in the accident may act as investigating officer to conduct his own investigation if:

1 There are no injuries to private individuals, no disabling injuries (causing absence from duty of one full day or more) to himself or other Agricultural Economics employee; and if the combined Agricultural Economics and private property damage is not likely to exceed \$200, or \$100 damage to private property.

2 The accident involves either an employee in travel status or an employee at a one-man field station and the consequences would not appear to justify the added expense of another person as investigator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

July 2, 1962

To : All Divisions and Officers, ERS, SRS, MOS, and SEG,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Amendment to Agricultural Economics Circular No. 76

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

July 24, 1962

To : All Divisions and Offices, ERS, SRS, MOS, SEG,
Washington, D.C., and Field

From : Joseph P. Findlay, Director,
Division of Personnel

Subject: Make Equal Opportunity Work . . . Where You Work

Enclosed for posting is a Presidential poster, Make Equal Opportunity Work . . . Where You Work. For proper display of this poster, please refer to Agricultural Economics Circular No. 77, Display of Presidential Posters.

Enclosure

Joseph P Findlay



MAKE EQUAL OPPORTUNITY WORK



. . . where you work

“In all Government activities we need to make full use of employee skills and abilities without discrimination as to race, creed, sex, or individual handicap.

“To this end—and to assure each of you equal opportunity in the Federal service—we have firm policies to guide management. But these alone are not enough.

“Your attitude toward your fellow employee is of utmost importance in keeping the Federal service free of any discrimination. Let us cast aside the narrow labels that can set us apart—and wear only the proud mark of Americans.”

A handwritten signature in blue ink, which appears to be "John F. Kennedy".

President of the United States

Display facilities in public areas, important as they are, have limitations, especially in informing Federal employees. To supplement public-area displays, most buildings have a number of agency bulletin boards or stands which have been provided at the agency's request and expense and which are maintained by the agency. These agency display facilities should be utilized wherever possible for posting Presidential messages.

The Civil Service Commission suggests the following guidelines for the proper display of the Presidential posters.

Display poster in heavily trafficked areas, especially around cafeterias, elevators, entrances to buildings.

Display poster with the dignity and prestige a Presidential poster deserves. This means that nothing should ever be placed over any part of the poster and that the poster should be placed in the most prominent part of the bulletin board. In addition, the poster should be given sufficient space around it to set it off from any other material on bulletin boards.

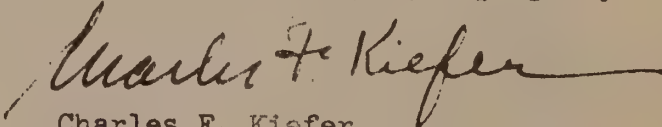
Avoid putting a Presidential poster adjacent to employee-to-employee notices -- such as notices for car pools, offers to buy and sell, and other similar items.

Periodically check condition of poster to insure its being in place, adequately affixed, and not dog-eared or soiled. A poster not in good condition should be removed and immediately replaced with a fresh one.

Discard old posters when new ones are posted.

The proper and timely display of Presidential posters in adequate numbers and in eye-catching locations will go a long way in continually spotlighting the President's message to all Federal employees. This practice can have a significant impact on employee morale and can help instill a sense of increased pride in lively Federal careers.

Please see that each Presidential poster received is displayed properly.


Charles F. Kiefer
Executive Director
Management Operations Staff

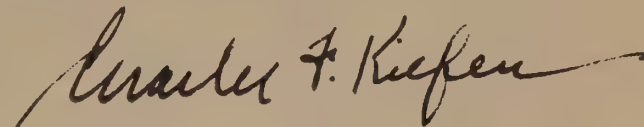
Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 78

Secretary's Memorandum on Employee-Management Cooperation

The President signed Executive Order 10988 on January 17, 1962, on the general subject of "Employee-Management Cooperation in the Federal Service." A copy of the Executive Order and a copy of the report of the President's task force on Employee-Management Cooperation in the Federal Service was sent to all division directors, staff officers, and heads of field offices on February 6, 1962, with Agricultural Economics Circular No. 70. The Secretary's endorsement of the Executive Order is expressed in the attached Secretary's Memorandum No. 1486 which is being sent to each employee at the request of the Secretary.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: All Employees

February 27, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

January 18, 1962

SECRETARY'S MEMORANDUM NO. 1486

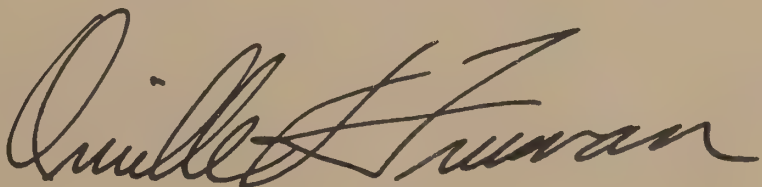
Employee-Management Cooperation

The President has issued an Executive Order (No. 10988, dated January 17, 1962) in which he states the general policies which govern relations between management and employee organizations in the Federal Service. It is the purpose of this Memorandum to call your attention to the Order, to add my strong personal endorsement to it, and to initiate its implementation within the Department.

Employees have an obvious and proper interest in the terms of their employment and the conditions under which they work. Through their organizations they may contribute substantially to the formulation, improvement, and orderly administration of these matters which so vitally affect them. It is our firm intention and policy to cooperate with the representatives of employee organizations with the goal in mind of making the Department a model employer and providing the conditions under which each employee will strive to be a conscientious and efficient public servant.

It shall be a matter for decision by each individual whether he joins or refrains from joining an employee organization. His right freely to make this decision shall be respected and his status as a member or non-member shall not of itself be given any weight in official actions affecting him. Likewise, each employee shall be free to assist and actively participate in the affairs of an employee organization, provided there is no conflict of interest involved and the activity is otherwise proper.

There are many decisions to be made and procedures to be devised to implement the President's Order within the Department. I am asking the Director of Personnel to take the lead in doing this. He shall consult with the representatives of employee organizations in the formulation of these policies and procedures. Meanwhile, each agency head is requested to provide a copy of this Memorandum to each employee in his agency so that our employees generally may be informed of this new and significant development in employee-management cooperation.

A handwritten signature in dark ink, appearing to read "Quillen T. Furman". The signature is fluid and cursive, with a large initial "Q" and a long, sweeping underline.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 79

Form AD-278, Supervisor's Report of Accident

I PURPOSE

This Circular prescribes the use of Form AD-278, Supervisor's Report of Accident, for use in reporting non-vehicle accidents.

II GENERAL

AD-278 was designed by the Department for use in connection with electronic data processing operations. It is to be used in lieu of SF-92, Supervisor's Report of Accident (Non-vehicle). (Ad-278 is also to be used in lieu of SF-91A, Investigation Report of Motor Vehicle Accident, for reporting motor vehicle accidents. Instructions for its use in reporting motor vehicle accidents will be included in an Agricultural Economics Circular to be issued on the subject of "Reporting and Investigating Motor Vehicle Accidents.")

III RESPONSIBILITIES

The supervisor, or the person designated by him to investigate the accident, shall complete AD-278 as soon as possible after the accident occurs.

IV PREPARATION

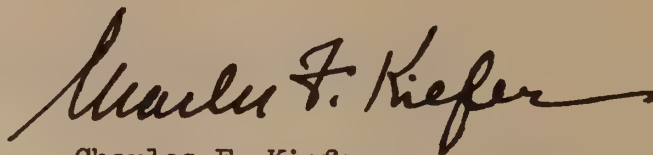
A sample form and guide for the preparation of AD-278 for reporting non-vehicle accidents are attached as Exhibit A. Corrective action to be taken, or needed, to eliminate the recurrence of an accident being reported should be indicated on the form.

V FORMS

AD-278 is available in a four-part snapout and may be obtained from the Division of Administrative Services, MOS, Washington 25, D. C. An initial supply of AD-278 is being sent to each field office with this Circular.

VI ADDITIONAL INFORMATION

Any questions may be directed to the Division of Personnel, Employee Development, Incentives, and Safety Branch (Extension 6841), MOS, Washington 25, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

Guide for Preparation of AD-278, Supervisor's Report of Accident

The attached exhibit is an illustration of a completed form AD-278. This form replaces form SF-92, Supervisor's Report of Non-Vehicle Accident, which was used prior to January 1, 1962.

The box at the top of the form marked "Case No." above Section I, should be left blank.

Section I - General Accident Data

Items 1 - 3: Self-explanatory.

Item 4: Leave blank in the case of non-vehicle accidents.

Item 5: Be sufficiently specific to identify where accident occurred.

Item 6: Show the names and addresses of witnesses and of injured persons and place an "X" in appropriate space on right side.

Item 7: Follow instructions on the form, be as specific and concise as possible.

Section II - Coded Accident Data

See reverse side of AD-278 for appropriate codes.

Items 8 - 9: Leave coded column blank pending establishment of a standardized code procedure for Divisions and Station locations. Show appropriate Division and unit or station including location of field office.

Item 10: Show classification title of position involved and appropriate code.

Item 11: Leave blank.

Items 12 - 32: Refer to reverse side of AD-278 for appropriate code number and show corresponding information in appropriate space. If item is not applicable, show 00 in the "code" column.

Items 33 - 39: Complete according to recommendations and indicate whether action recommended has been completed.

Item 36: Should be signed by the supervisor making the report.

Item 40: Leave blank. This space will be signed by the reviewing official.

DISTRIBUTION: Original and 2 copies of form AD-278 are to be sent to DP, MOS, Washington 25, D. C., the 4th copy to be retained by the reporting supervisor.

March 1, 1962

(1)

The first part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The study of the history of the English language is important for many reasons. It helps us to understand the development of the language and the influence of other languages on it. It also helps us to understand the relationship between the language and the culture of the people who speak it. The study of the history of the English language is a fascinating subject and one which is constantly developing.

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(2)

AD-278
(8-61)U. S. DEPARTMENT OF AGRICULTURE
SUPERVISOR'S REPORT OF ACCIDENTAGRICULTURAL ECONOMICS CIRCULAR No. 79
EXHIBIT A-2
EXCEPTION TO SF-91A AND SF-92. APPROVED BY
BUREAU OF THE BUDGET AUGUST, 1961

AGENCY		CASE NO. (COL. 1-4)		SECTION II - CODED ACCIDENT DATA		CODE	
Economic Research Service				8. DIVISION Marketing Economics		5 - 6	
SECTION I - GENERAL ACCIDENT DATA				9. UNIT OR STATION Fibers Section, San Francisco, California		7 - 10	
1. NAME OF EMPLOYEE INVOLVED Charles A. Williams				10. OCCUPATION OF EMPLOYEE INVOLVED Cotton Market Researcher		11 - 12 06	
2. AGE 40	3. SEX M	4. DRIVER'S LICENSE NO. STATE -- FED. --		11. FUNCTIONAL ACTIVITY (Optional use) --		13 - 14	
5. LOCATION OF ACCIDENT (Shop, lab, street, etc.) In mill owned by Elmdale Co-op Gin Inc., Seattle, Washington				12. TYPE OF ACCIDENT BEING REPORTED Injury to USDA Employee		15 4	
6. NAME AND ADDRESS OF John J. Thomas 52 Cable Avenue San Francisco, Calif.		WITNESS X	INJURED	13. DATE OF ACCIDENT January 3, 1962		16 - 19 0103	
Charles A. Williams 1016 Ocean Drive San Francisco, Calif.			X	14. TIME OF ACCIDENT 11:00 a.m.		20 - 21 11	
				15. AGENCY OF ACCIDENT Dust		22 - 23 09	
				16. MECHANICAL OR PHYSICAL FACTOR INVOLVED Hazardous arrangement		24 - 25 03	
7. NARRATIVE DESCRIPTION OF ACCIDENT (Tell when, where, why, and how it happened. Identify the equipment and property involved and explain extent of damage or injury. Attach extra sheets if necessary to complete the narrative, to list additional witnesses and for diagrams.) While collecting lint samples from a Continental cotton unit lint cleaner in a cotton gin, Mr. Williams slipped and fell from a temporary platform to the cement floor - a distance of about 2½ feet. The only access to lint cotton in this machine is through a small trap door at the top of the machine, about 7 feet above the floor. It was therefore necessary to stand on the temporary platform during the sampling operation. While collecting a lint sample, the employee was temporarily blinded by excessively dirty and dry lint. As he stepped back and leaned away from this unexpected deluge of lint and dirt, he slipped and fell, injuring his lower back and left hip. This assignment was in connection with a scheduled research project.				17. ACT OF EMPLOYEE INVOLVED Failure to wear safety goggles		26 - 27 03	
				18. EMPLOYEE'S PERSONAL FACTOR Improper attitude		28 - 29 02	
				19. EXTENT OF INJURY TO EMPLOYEE Temporary partial		30 2	
				20. NATURE OF INJURY Strain or sprain		31 - 32 10	
				21. PART OF BODY INJURED Back and hip		33 - 34 06	
				22. CAUSE OF INJURY Fall to different level		35 - 36 05	
				23. COST OF REPAIR TO USDA PROPERTY --		37 - 42 00	
				24. COST OF REPAIR TO USDA VEHICLE --		43 - 46 00	
				25. COST OF REPAIR TO GSA PROPERTY --		47 - 50 00	
				26. COST OF REPAIR TO GSA VEHICLE --		51 - 54 00	
27. COST OF REPAIR TO PRIVATE PROPERTY USED ON OFFICIAL BUSINESS --		55 - 58 00					
28. COST OF REPAIR TO OTHER PRIVATE PROPERTY --		59 - 62 00					
29. COST OF MEDICAL SERVICES FOR INJURED EMPLOYEE X-ray and therapy		63 - 66 25					
30. COST OF WAGES TO INJURED EMPLOYEE WHILE OFF DUTY \$35.00		67 - 71 035					
31. DAYS INJURED EMPLOYEE WAS OFF DUTY One		72 - 74 1					
32. IF FIRE, HOW WAS IT CAUSED? --		75 - 76 00					
SECTION III - CORRECTIVE ACTION		RECOM-MENDED	COM-PLETED	SECTION III - CORRECTIVE ACTION		RECOM-MENDED	COM-PLETED
33. ADDITIONAL EMPLOYEE TRAINING Awareness of value of eye protection		X	X	37. ADDITIONAL SUPERVISORY TRAINING Need to develop safety consciousness		X	
34. CORRECTED PROCEDURE Not applicable in this case				38. INSTALL SAFETY DEVICE OR PROVIDE PERS. PROTECTIVE EQUIPMENT Safety goggles provided			X
35. IMPROVED HOUSEKEEPING Wider platform provided with guard rail		X	X	39. OTHER (Explain in item 7.)			
36. REPORTING SUPERVISOR'S SIGNATURE John J. Thomas		DATE 1-6-62		40. REVIEWING OFFICIAL'S SIGNATURE Robert B. Perless Safety Officer		DATE 1-10-62	

March 1, 1962

INSTRUCTIONS FOR PREPARING AD-278 (8-61)

Accident reports provide facts essential to safety planning. The objective is to discover the causes of accidents and take the action necessary to prevent similar incidents. To accomplish this objective, it is imperative that all property damage accidents be reported. It is impossible to contemplate the cause of fatal and serious injury accidents before they occur. However, through action to prevent the recurrence of property damage accidents, supervisors can minimize the chance of fatal or serious injuries.

Supervisors should orient their employees on the subject of accident reporting and require oral or written reports from employees on all property damage, first aid and medical treatment accidents, as well as those which result in deaths and lost-time injuries. Form AD-278 is to be completed in quadruplicate by supervisors. The original and two copies are to be distributed according to agency instructions and the fourth copy is to be retained locally.

Supervisors are to insert appropriate code numbers in the "code" column of the form. An agency may use and code the case number, if it wishes. The following codes apply to Section II of Form AD-278:

Item 8 Division

Each agency is to provide its own code.

Item 9 Unit or Station

Each agency may provide its own code.

Item 10 Occupation or Job Title

	Code
Laborer	01
Skilled trades worker	02
Foreman or job supervisor	03
Aid or technician	04
Professional	05
Research professional	06
Office worker (clerk, secretary, etc.)	07
Office worker (administrative level)	08
Other (explain)	09

Item 11 Functional Activity Code

Each agency using this item shall provide its own code.

Item 12 Type of Accident

Damage to USDA property	1
Damage to other Federal property	2
Damage to non-Gov't property	3
Injury to USDA employee	4
Injury to other Federal employee	5
Injury to non-Gov't persons	6

Item 13 Date

Allow two digits for month and two for date; e.g., January 5 is 0105, October 17 is 1017, etc.

Item 14 Time

Code the hour from 00 to 23; e.g., 00 for 12 midnight to 12:59 a.m., 11 for 11:00 to 11:59 a.m., 15 for 3:00 to 3:59 p.m., etc.

Item 15 Agency of Accident

Aircraft	01
Domestic animal	02
Insect	03
Snake or reptile	04
Wild animal	05
Boiler or pressure vessel	06
Chemical	07
Conveyor	08
Dust	09
Electrical apparatus	10
Elevator	11
Hand tool (manual)	12
Hand tool (electric)	13
Flammables or hot substance	14
Hoisting apparatus	15
Radioactive substance	16
Machine	17
Mechanical power transmission	18
Pump or prime mover	19
Motor vehicle	20
Working surface	21
Ladder	22
Other (explain)	23

Item 16 Mechanical or Physical Condition

Defective equipment	01
Defective material	02
Hazardous arrangement	03

Item 16 - Continued Code

Hazardous procedure	04
Improper illumination	05
Improper ventilation	06
Improper guarding	07
Improper marking	08
Unsafe dress	09
Unsafe working surface	10
Other (explain)	11

Item 17 Employee's Act

Distraction - horseplay	01
Wearing unsafe attire	02
Failure to wear safety apparel	03
Making safety device inoperable	04
Operating or working at unsafe speeds	05
Operating without authority	06
Failure to secure or warn	07
Unsafe procedure or position	08
Unsafe loading, mixing or storing	09
Using unsafe equipment	10
Using improper equipment or device	11
Working with dangerous equipment or material	12
Failure to comply with rules or procedures	13
Other (explain)	14

Item 18 Employee's Personal Factor

Bodily defect	01
Improper attitude	02
Lack of knowledge or skill	03
Other (explain)	04

Item 19 Extent of Injury

First aid cases	1
Temporary partial (medical treatment)	2
Temporary total	3
Permanent partial	4
Permanent total	5
Fatal	6

Item 20 Nature of Injury

Amputation	01
Bruise, contusion or abrasion	02
Burn or scald	03
Concussion	04
Laceration	05
Dermatitis	06
Fracture	07
Hernia	08
Puncture	09
Strain or sprain	10

Item 20 - Continued Code

Other (explain) 11

Item 21 Part of Body Injured

Head or neck	01
Eye(s)	02
Hand(s)	03
Arm(s)	04
Body	05
Back	06
Internal	07
Leg(s)	08
Foot (feet)	09
Multiple injury	10

Item 22 Cause of Injury

Striking against	01
Struck by	02
Caught in, on, or between	03
Fall on same level	04
Fall to different level	05
Slip - no fall	06
Exposure to temperature extremes	07
Inhalation, absorption, ingestion	08
Contact with electric current	09
Other (explain)	10

Item 32 How Caused

Electricity	01
Spontaneous	02
Matches	03
Lightning	04
Smoking materials	05
Chemicals or explosives	06
Other (explain)	07

Items 23, 24, 25, 26, 27, 28, 29, 30 and 31 - code an estimate to the nearest whole number of the cost or days lost.

NOTE - If more than one USDA employee was injured in this accident, please complete items 1, 2 and 3 of Section I, and items 19, 20, 21, 22, 29, 30 and 31 in Section II of another Form AD-278 for each additional injured employee, and attach these forms to the accident report.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

ACTION BY ALL EMPLOYEES

FORM DUE BY MARCH 23, 1962

AGRICULTURAL ECONOMICS CIRCULAR No. 80

Testing Employees' Aptitude in Automatic Data Processing

I PURPOSE

This Circular is to advise all employees in SRS, ERS, SEG, and MOS of an opportunity to participate in an internal testing program designed to locate employees having aptitude and potential for Automatic Data Processing Programming, Systems Analysis, and other related work.

II BACKGROUND INFORMATION

Several months ago the Statistical Reporting Service (SRS) initiated an extensive systems analysis and feasibility study relative to the application of Automatic Data Processing (ADP) to the programs of SRS. Also, more extensive use of ADP is under active consideration in the Economic Research Service (ERS).

Although the planned date for installation of a new computer system is well in the future, considerable work is to be done. ADP systems and procedures need to be designed and tested, programmers and systems analysts must be recruited and trained, and many other major details resolved.

III NEED FOR ADP EMPLOYEES

The deficit of trained ADP personnel is acute at the present time. As plans materialize and the system and equipment is installed, there will be a greater need for ADP Systems Analysts, Programmers, and other ADP skills.

The greatest potential for relieving the shortage of ADP talent and skills is the recruitment and training of personnel presently in SRS, ERS, SEG, and MOS.

IV INTERNAL TESTING PROGRAM

An internal testing program is being developed as a means of locating interested employees having aptitude and potential for ADP work. The program includes:

DISTRIBUTION: All Employees

Page 1
March 6, 1962

A A series of tests to measure aptitude in ADP.

B A supervisory appraisal on those who pass the written test. (Supervisory appraisals will be requested initially only for a sufficient number to provide an adequate roster of candidates to fill immediate vacancies or those which may occur in the near future.)

C A panel interview for those who successfully pass both parts A and B of the program.

The aptitude tests are being furnished by the Civil Service Commission, but will be used for internal purposes only, and should not be construed as a formal competitive examination from which an official Civil Service Commission register of eligibles will be established.

The tests and supplemental evaluation methods to be applied will identify aptitudes only. Results will be treated in a confidential manner and will be used only for the purpose of selecting employees for expected opportunities in ADP work. Results of the tests and other screening techniques will in no way affect an employee's status in his present position. Employees will be notified individually of a category ranking based upon test scores.

V PURPOSE OF PROGRAM

While at present there are only a relatively few Programming and Systems Analyst positions available, this testing program will identify employees, possessing the requisite aptitude and talent and will be used to select personnel to fill these positions and in staffing future vacancies in ADP during the next several years.

VI LOCATION OF POSITIONS

All positions for ADP Programmers and Systems Analysts are located in SRS in Washington, D. C. It is expected that additional positions involving the use and application of ADP are likely to be created in ERS and SRS as agency programs and needs materialize.

VII SELECTIONS

Selections will be made from among the rosters of candidates which will be established for each type of position. Employees selected for the positions currently anticipated will be transferred to SRS in Washington, D. C., under an appropriate training agreement and enrolled in an intensive in-service ADP Training Program.

VIII WHO CAN APPLY

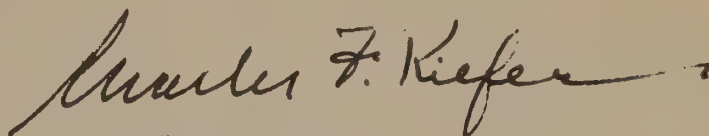
Testing will be conducted entirely on a voluntary basis and is open to all employees regardless of grade, position, or location in ERS, SRS, SEG, and MOS. Prior experience and knowledge in Automatic Data Processing is not a condition for taking the test.

IX HOW TO APPLY

All employees are requested to complete the attached application form indicating whether or not they are interested in taking the test and return it to the Division of Personnel at the address shown on the form not later than close of business March 23, 1962.

X TIME OF EXAMINATION

Dates and locations for administration of the aptitude examinations in Washington, D. C., and the various field locations will be announced at a later date.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

APPLICATION FOR THE STATISTICAL REPORTING SERVICE
AUTOMATIC DATA PROCESSING PROGRAM

Director
Division of Personnel
Management Operations Staff
Agricultural Economics
U. S. Department of Agriculture
Washington 25, D. C.

Name _____ Present Grade & Series _____
Agency _____
Division _____
Branch _____
Headquarters _____
Office Address _____
Supervisor's Name _____
Supervisor's Office Address _____

I am interested in being considered for the SRS Automatic Data Processing Program. (Check one)

Yes ☐

No ☐

(Signature)

(Date)

Return this form to the Division of Personnel before MARCH 23, 1962.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

81

March 6, 1962

To: Division Directors and Staff Officers
From: Charles F. Kiefer, Executive Director, Management Operations Staff
Subject: Obligation Control System for Appropriations and Funds

The attached Agricultural Economics Circular cancels Agricultural Economics Circular No. 24, Obligation Control System for Appropriations and Funds; and Agricultural Economics Circular No. 40, Changes in Agricultural Economics Circular No. 24, Obligation Control System for Appropriations and Funds. The attached Circular also supersedes the advance draft of this Circular furnished Administrative Officers as an interim procedure.

Form MOS-801, Notice of Obligation, prescribed in the attached Circular has been revised, principally to eliminate showing Item 13, "Imprest Funds" on the form as a separate item. Estimates for imprest fund obligations shall be included on the form in the item to which the anticipated obligation applies, e.g., Item 4, "Travel" and Item 7, "Forms, Supplies, and Materials."

A small supply of the revised MOS-801 is being sent to Administrative Officers with this Circular. Upon receipt of the revised MOS-801 (2-28-62), MOS-801 (1-2-62) becomes obsolete and must not be used.

Request additional Circulars and MOS-801's necessary from Division of Administrative Services, Records and Communications Branch (Directives) Ext. 5892.

Attachment

Charles F. Kiefer



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 81

Obligation Control System for Appropriations and Funds

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EXHIBIT

- A Division Record of Financial Status

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 81

Obligation Control System for Appropriations and Funds

PART I - Basic Criteria and Legislative Background

I PURPOSE

This Circular (1) prescribes a centralized obligation system for appropriations and funds made available to the Economic Research Service, Statistical Reporting Service, Management Operations Staff, and Staff Economists Group; and (2) establishes certain responsibilities for controlling and reporting obligations within approved allotments, apportionments, and appropriations.

II DISTRIBUTION AND APPLICATION

This Circular is distributed to division directors and staff officers. Division directors and staff officers, therefore, shall bring its provisions to the attention of field offices affected. Extra copies are available in the Division of Administrative Services, MOS, for necessary further distribution. Field offices of the Field Operations Division are not required to comply with this Circular at this time. Notice will be issued in the future setting forth the date when such offices will be requested to begin operations under this procedure.

III OBLIGATION CONTROL SYSTEM

The obligation system established is required by Section 3679, Revised Statutes, as amended; and the Administrative Regulations of the Department. The system is designed to control obligations in the amounts specified within the allotments, apportionments, and appropriations.

A Allottees, workplan and sub-workplan holders will initiate and incur obligations by submission of MOS-801 and other documents as described in Part II of this Circular.

AGRICULTURAL ECONOMICS CIRCULAR No. 81 (Part I)

(III)

B The Fiscal Branch, Division of Budget and Finance, (DBF) MOS, shall be responsible for maintaining official obligations for ERS, SRS, MOS, and SEG.

C Although obligations will be officially recorded in the records maintained by the Fiscal Branch, DBF, administrative officers of divisions will maintain ~~division~~ records showing their financial status to the extent deemed necessary by the individual division or office. These information records will provide a basis for supplying interim information to division directors and staff officers, and a reasonable reconciliation without duplication of the ledger sheets and any related status reports which the Fiscal Branch will provide each division and office monthly.

D The reconciliation procedure and related reporting set forth in Part IV of this Circular is only mandatory at the end of the third and forth quarters of each fiscal year. It is, however, recommended that each division or office perform this type of reconciliation and reporting at the end of each month remaining in fiscal year 1962. Thereafter, use of the monthly reconciliation process is optional. In any case, a "to the penny" reconciliation is not intended, and any difference between the DBF ledger and the ~~division~~ record should be ignored, for reporting purposes, if such difference is insignificant in amount only. Determination of the significance of a difference in amount, of course, must be a matter of judgment by the ~~division~~ or office involved.

A suggested ~~division~~ record format, and guidelines for maintaining such record, is set forth in Part III of this Circular. This method, or one following the same basic principles, is recommended for maintaining a ~~division~~ record of obligations and reflecting financial status. However, it is up to each division or office to determine the form, method, and extent to which the ~~division~~ record is to be maintained. The record format and related procedure in Part III of this Circular are presented merely as one workable method.

IV LEGISLATIVE REQUIREMENTS

The appropriations and funds of ERS and SRS are subject to requirements of certain public laws as explained below.

(IV)

A Section 1311, Public Law 663, 83d Congress provides that:

1. No amount shall be recorded as an obligation unless it is supported by documentary evidence such as, (a) a binding agreement, (b) a valid loan agreement, (c) an order required by law, (d) a grant or subsidy, (e) an order issued pursuant to law, (f) action reflecting employment or services of a person or orders or forms reflecting expenses of travel, (g) documents establishing liability which may result from pending litigation or any other legal liability of the United States against the funds legally available therefor.

2. Reports prepared as of June 30 must be supported by documents and records evidencing the amounts reported as obligations by object classification, and bear a certification indicating that the obligation amounts reported represent all known valid obligations and are supported by documentary evidence. These certified reports and related records must be maintained in a manner so as to facilitate audit and reconciliation.

B Section 3679 of the Revised Statutes, as Amended provides that:

1. No officer or employee of the United States shall make or authorize an expenditure from or create or authorize an obligation under any appropriation or fund in excess of the amount available therein.

2. No officer or employee of the United States shall involve the Government in a contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purposes unless such contract or obligation is authorized by law.

3. No officer or employee of the United States shall accept voluntary service for the United States or employ personal services in excess of that authorized by law, except in cases of emergency in involving the safety of human life or the protection of property.

4. No officer or employee of the United States shall authorize or create an obligation or make an expenditure in excess of an apportionment or reapportionment.

AGRICULTURAL ECONOMICS CIRCULAR No. 81 (Part I)

(IV B)

5 No officer or employee of the United States shall authorize or make an allotment, authorize or create an obligation, or make an expenditure in excess of the amount permitted by Departmental Regulations or instructions issued by Agricultural Economics pursuant to Departmental Regulations.

V REPORTING VIOLATIONS

Any violation of any legislative provision in Section IV B above shall be reported by the Division of Budget and Finance. This office shall investigate the incident and prepare a report for submission to the President and the Congress as required by Departmental Regulations, and to the appropriate Administrator of ERS or SRS, and to the Executive Director, MOS.

Obligation Control System for Appropriations and Funds

PART II - Method of Establishing, Liquidating, and Canceling Obligations

I GENERAL

A This Part sets forth, by categories of expenses, the procedure applicable to allotment, workplans and sub-workplans for establishing and liquidating obligations. References throughout this Circular to workplans and sub-workplans also apply to allotments which have not been sub-divided. Generally, obligations will be established by submission of Form MOS-801, Notice of Obligation, initiated by allotment, workplan and sub-workplan recipients. Also, under certain circumstances obligations will be established by processing of particular documents. The key feature of the system is the Form MOS-801 (Exhibit A) to be made up each month by workplan and sub-workplan recipients hereafter referred to as WP and SWP recipients. This form is prescribed for furnishing the Fiscal Branch the monthly estimated obligations, by various expense categories, which an office expects to incur during a given month. This is the only form the workplan or sub-workplan recipient is required to submit to the Fiscal Branch, DBF, for initially establishing obligations in the official obligation records maintained by that Branch, with the exception of the applicable forms listed in Section II B of this Part.

B Form MOS-801 will also be the medium for posting obligation amounts in the division record. Form MOS-19, Distribution of Payroll Vouchers and Obligation (Exhibit B) or Form MOS-25, Notice of Miscellaneous Obligation (Exhibit C) will be established by the Fiscal Branch for each obligation item entered on the Form MOS-801. Forms MOS-19 and MOS-25 will be the obligation documents for posting to the DBF ledgers. Forms referred to in Section II B of this Part also will be posted as obligations individually to both the division records and the ledger. Of the forms mentioned in this paragraph, only Form MOS-801 will be returned to divisions and offices subsequent to posting related entries to the accounts.

AGRICULTURAL ECONOMICS CIRCULAR No. 81 (Part II)

(I)

C All data on Form MOS-801 and other obligating forms shall be either typed or written legibly using either pen or indelible pencil.

D A method for posting as obligations those expenditures for which related obligations have been canceled is set forth in Part III, Division Records. Provision is also made in Part III for adjustments in the division records to reflect the net of amounts whereby expenditures are in excess of or are in a lesser amount than the related obligations. Instructions for reconciliation and reporting are in Part IV, Reconciliation and Related Reports.

II PREPARATION AND DISTRIBUTION OF OBLIGATING DOCUMENTS

A Form MOS-801.

1 The WP or SWP recipient shall prepare Form MOS-801 each month in at least an original and two copies. A separate Form MOS-801 shall be used for each workplan or sub-workplan, and the original and one copy shall be forwarded to the Fiscal Branch, Division of Budget and Finance, by the first workday of each month. The original MOS-801 shall be signed by the officer in charge or the administrative officer. Amount to be recorded as obligations by the Fiscal Branch shall be shown in the "Amount" column of Form MOS-801 by WP or SWP recipients. The Fiscal Branch will prepare an individual Form MOS-19 for Items 1, 2, and 3 in the amounts shown on Form MOS-801. That Branch will also prepare a separate Form MOS-25 for each of the other obligation items. Amounts shown for sub-categories of obligations in the "Description" column (e.g. the breakdown under "communications" for telephone, telegraph, etc.) will not be recorded individually on Form MOS-25.

2 Each MOS-19 and MOS-25 will be recorded by the Fiscal Branch in the appropriate ledger. After these entries have been made, copy of Form MOS-801 will be returned to the WP or SWP recipient with a certification that the total for each item has been posted to the ledger.

3 When it is necessary during a month to increase or decrease the amounts of obligations established on the initial Form MOS-801 for the month, the WP or SWP recipient shall prepare a supplemental Form MOS-801 in the same manner and number of copies as prescribed for the initial monthly Form MOS-801 in this Section.

AGRICULTURAL ECONOMICS CIRCULAR No. 81 (Part II)

(II)

B Other Obligating Documents. Various other documents, described in Section IV B of this Part, in addition to Form MOS-801 will be used to establish obligations in the appropriate DBF ledger. The same information will also be recorded on the division record maintained by the WP or SWP recipient.

III NUMBERING

A Form MOS-801.

1 The initial monthly form shall be numbered 1 prefixed by the month for which the amounts listed thereon are to be obligated, e.g., the initial Form MOS-801 for January shall be numbered Jan 1.

2 Supplements to the initial Form MOS-801 for any month, to increase or decrease amounts of obligations previously established, shall be numbered consecutively preceded by the month shown on the Form MOS-801 being supplemented. For example, if it is desired to increase (or decrease) the amount of Item 8 of Form MOS-801 numbered Jan. 1, the supplement would be numbered Jan. 2; the 2nd supplement for the January Form MOS-801 would be numbered Jan 3.

3 Individual Forms MOS-19's and 25's prepared by DBF will bear the same number as the related Form MOS-801. In addition, the MOS-19's and 25's will be suffixed with the appropriate item number appearing on the related Form MOS-801, e.g., Form MOS-19 prepared for "Salary - WAE" (Item No. 2) appearing on Form MOS-801 numbered Jan 1 will be numbered Jan 1-2.

B Other Documents.

1 Forms specifically described in Section IV B of this Part shall be numbered in accordance with existing instructions, or as agreed upon in special cases with a division.

2 Forms MOS-25 prepared by DBF for Bureau of the Budget Cost Estimate Form 19-5, contracts, memorandums of understanding, and other agreements and forms (Section IV B of this Part) shall be established in one series of numbers and numbered beginning with the number 1 for each fiscal year preceded by the abbreviation of the division or office concerned. Forms MOS-19 prepared by DBF for AD-287-2, Approval and Certification of Cash Awards (see Section IV B of this Part) also shall be numbered in one series of numbers beginning with 1,000 for each fiscal year, preceded by the abbreviation of the office or division concerned.

IV ESTABLISHING AND LIQUIDATING OBLIGATIONS

Obligations shall be established and liquidated as set forth below. DBF will liquidate obligations through the posting of the various payment documents to the appropriate ledger. The many types of routine payment liquidations which are the responsibility of DBF are not discussed in the following sections and subsections. The methods for cancelling outstanding balances of estimated obligations, however, are described where appropriate.

In instances where the WP or SWP recipients furnish obligating documents to DBF, they should bear in mind that the related DBF ledger is closed four working days before the end of a month, and obligation documents received in DBF after that cut-off time, will not be reflected in the ledger until the following month.

A By Use of Form MOS-801. Form MOS-801 is the prescribed form for establishing obligations, with the exception of forms in IV B. Obligations to be reported on MOS-801^{1/} shall be established and liquidated as follows.

1 Item 1, Salary - Regular Employees (i.e. with regular tours of duty - other than WAE)

a Amount of Obligation. The WP or SWP recipient shall, for the present, estimate payroll obligations for each calendar month using any method which will produce a reasonably accurate figure representing the total gross salary amount expected to be paid to regular employees for all workdays within the month. This amount should also reflect any changes in basic salary or premium wage payments which are expected to occur during the month, such as periodic step increases, overtime, holiday pay, promotions, new employees, etc. Anticipated expenses for lump-sum leave payments pertaining to separations that will occur during the month should also be a part of the total salary obligations recorded on Form MOS-801. When the obligation figure includes separation payments, an asterisk should be placed beside Item 1, and a footnote entered on Form MOS-801 showing the name of the employee being separated and the amount of the lump-sum payment for each.

^{1/} Man-Months shall also be reported on MOS-801 as set forth in Section V of this Part.

AGRICULTURAL ECONOMICS CIRCULAR No. 81 (Part II)

(IV A 1)

b Liquidation of Obligation. DBF shall cancel any outstanding balance of obligation for a particular month at the time the payrolls are processed for regular employees covering the last day of that month. These final cancellations will be reflected on the ledger sheets furnished WP or SWP recipients. The entry will show the obligation number and the item number of the related Form MOS-801 and indicate in the description column that the balance for the particular month is canceled.

2 Item 2, Salary - WAE Employees.

a Amount of Obligation. The WP or SWP recipient shall estimate payroll obligations for WAE employees for each calendar month. The amount of the obligation shall be determined from division or office plans reflecting the extent to which this type of employment will be used during the month.

b Liquidation of Obligation. DBF shall cancel any outstanding balance of obligation for a particular month at the time the payrolls are processed for WAE employees covering the last day of that month. These final cancellations will be reflected on the ledger sheets furnished WP or SWP recipients. The entry will show the obligation number and the item number of the related Form MOS-801 and indicate in the description column that the balance for the particular month is canceled.

3 Item 3, Government (Employer) Contribution for FICA, Insurance, Retirement and Health Benefits.

a Amount of Obligation. The WP or SWP recipient shall determine the amount of obligation for each calendar month including employer's contribution to FICA (social security), Civil Service retirement fund, Civil Service employees' life insurance fund, and FEHBA (health benefits program). Recording an amount for each of these categories is optional. The amounts computed shall be sufficient to cover all employees for all of the workdays in the month. Separate amounts for

(IV A 3 a)

each contribution category shall be posted on Form MOS-801 in the spaces provided in the "Description" column. The grand total for all employer contributions shall be recorded in the "Amount" column of the form.

b Liquidation of Obligation. DBF shall cancel any outstanding balance of obligation for a particular month at the time the respective payrolls are processed for regular or WAE employees covering the last day of that month. These final cancellations will be reflected on the ledger sheets furnished WP or SWP recipients. The entry will show the obligation number and the item number of the related Form MOS-801, and indicate in the description column that the balance for the particular month is canceled.

4 Item 4, Travel (Except Travel Performed Under Form AD-202, Authorization - Travel)

a Amount of Obligation. At the beginning of each month, the WP or SWP recipient shall estimate the total amount required for the month for travel expenses (including anticipated payments from the DAS imprest fund) to be incurred by employees traveling under his jurisdiction. The amount shall include estimates for the rental of passenger vehicles from GSA motor pools, or other agency motor pools, or commercial auto rental companies, such as Hertz, Avis, etc. The portion of the estimate other than for rental of vehicles shall cover all travel expected to begin within the month and shall include expenses for such travel to be incurred in the following month.

b Liquidation of Obligation. DBF shall cancel any outstanding balance of obligation for a particular month on the 15th day of the second month following the month for which the estimated obligation was established. The amount of the outstanding balance shall be canceled, except for that portion of the amount representing unpaid transportation requests (TR's). This portion of the obligation shall be reserved by DBF and liquidations made of the TR

(IV A 4 b)

amounts upon payment of related carrier bills. The obligations for TR amounts shall remain in the accounts as long as the related appropriations are available for expenditure purposes.

5 Item 5, Communications.

a Amount of Obligation. The WP or SWP recipient shall determine the amount of estimated obligation for each calendar month for each category of communications, as applicable, shown on Form MOS-801, except for the following two categories. The obligation for official mail (postage and fees paid) and the Department's Leased Wire to Chicago (telephone) shall be the total amounts for quarters of the fiscal year and shall be entered on Form MOS-801 for July, October, January, and April. Separate amounts for each communications category, for which obligations are expected to be incurred during the month, or quarter as applicable, shall be posted on Form MOS-801 in the spaces provided in the "Description" column. The grand total of the communications categories shall be recorded in the "Amount" column of Form MOS-801.

It will not be necessary for field offices, to record separate estimates for a commercial telephone company's recurring and non-recurring cost charges and long distance charges. Only one amount need be entered covering the estimated obligation for all such telephone expenses, this amount to be entered on the line for the category "Telephone Company Recurring and non-recurring costs." Further, field offices shall not record an estimate for obligations for "PBS-GSA (teletype), as this charge is obligated by Washington offices. However, any estimated obligations for GSA Leased Wire (Telephone) shall be recorded separately in the sub-category space provided on MOS-801.

b Liquidation of Obligation. DBF shall liquidate the obligation by the posting of related invoices and vouchers to the appropriate ledger as payments. Vouchers for payment of these obligation categories are received and paid on a monthly basis with the exception of official

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(IV A 5 b)

mail (postage and fees paid) and the Department's Chicago Leased Wire which are paid on a quarterly basis.

6 Item 6, Parcel Post

a Amount of Obligation. The WP or SWP recipient shall determine the amount of estimated obligation for parcel post expenses for each quarter of the fiscal year. This amount shall be entered on the Form MOS-801 established for July, October, January and April.

b Liquidation of Amount. DBF shall liquidate the obligation by posting to the appropriate ledger quarterly payments made to the Post Office Department.

7 Item 7, Forms, Supplies, and Materials (Not requisitioned through Division of Administrative Services)

a Amount of Obligation. The WP or SWP recipient shall estimate for the month the total amount to be obligated for certain types of purchases as shown below. The grand total estimated obligation for all of the following types of purchases not requisitioned through DAS, as applicable to a particular WP or SWP, shall be posted in the "Amount" column of Form MOS-801. The WP or SWP recipient shall send to DBF one copy of each MOS-214, AD-14, or P & O-100 issued during the month for the types of procurement listed below. If a field office makes over-the-counter credit card purchases from GSA retail stores, a copy of the cash register slip shall be furnished DBF showing the WP or SWP chargeable.

(1) Field Offices. Purchases by field offices of forms, supplies, and materials direct from GSA supply depots (MOS-214, Request for Supplies, Equipment or Services or Cash Register Slips from GSA Retail Stores).

(2) Washington Offices

(a) Purchases by Washington offices of forms,

(IV A 7 a (2)(a))

supplies, and materials direct from Central Supply, Office of Plant and Operations (AD-14).

(b) Purchases by Washington offices of forms, supplies, and materials direct from Sub-Store-rooms - Office of Plant and Operations (P & O-100 Sub-Storerom Invoice).

(c) Anticipated purchases by Washington offices from the DAS imprest fund.

b Liquidation of Obligation. DBF shall liquidate the obligation by posting to the appropriate ledger related invoices and vouchers as payments. After all of the requisition and order forms and GSA cash register slips related to the month's obligation have been liquidated by invoices and vouchers, any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger.

8 Item 8, Printing and Reproduction.

a Amount of Obligation. The WP or SWP recipient shall estimate for the month the total amount to be obligated for printing and reproduction services expected to be requested during the month through issuance of the forms listed below. The WP or SWP recipient shall send to the DBF one copy of each of these forms.

AD-271, Request for Photographic Service
AD-78, Request for Printing and Binding
AD-274, Reproduction, Short Order and Requisition
AD-270, Request for Reproduction Service
AD-273, Order for New/Additions to Mailing Codes
GPO-3019, Printing and Reproduction Service Requisition

The grand total estimated obligation for all of the above types of services, as applicable to a particular WP or SWP shall be posted in the "Amount" column of Form MOS-801.

(IV A 8)

b Liquidation of Obligation. DBF shall liquidate the obligation by posting to the appropriate ledger related invoices and vouchers as payments. After all of the requisition and order forms related to the month's obligation have been liquidated by invoices and vouchers, any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger.

9 Item 9, Arts and Graphics.

a Amount of Obligation. The WP or SWP recipient shall estimate for the month the total amount to be obligated for arts and graphic services expected to be requested during the month through issuance of AD-73, Request for Art and Graphic Service, from Office of Information, Washington, D. C. The WP or SWP recipient will send to the DBF one copy of each AD-73.

b Liquidation of Obligation. DBF shall liquidate the obligation by posting to the appropriate ledger related invoices from the Office of Information. After all of the AD-73's related to the month's obligation have been liquidated by such invoices, any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger.

10 Item 10, Motor Vehicle Credit Card Purchases.

a Amount of Obligation. The WP or SWP recipient shall estimate for the month the total amount to be obligated for service station credit card purchases of gasoline, oil and associated miscellaneous services for operation and maintenance of Government-owned ERS or SRS motor vehicles under his jurisdiction.

b Liquidation of Obligation. DBF shall liquidate the obligation by posting to the appropriate ledger related invoices from the gasoline and oil companies. Any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger at the end of the third month following the month in which the obligation was established.

(IV A)

11 Item 11, Local Purchases - Supplies.

a Amount of Obligation. The WP or SWP recipients in field offices shall estimate for the month the total amount of obligations to be incurred for supplies procured through exercising their local purchasing authority, provided under existing instructions applicable to Agricultural Economics.

b Liquidation of Obligation. DBF shall liquidate the obligation by posting related vendors' invoices or SF-44a to the appropriate ledger. Any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger on the fifteenth of the second month following the month in which the obligation was established.

12 Item 12, Local Purchases - Services.

a Amount of Obligation. The WP or SWP recipients in the field offices shall estimate for the month the total amount of obligations to be incurred for services received through exercising their local purchasing authority, provided under existing instructions applicable to Agricultural Economics. Washington offices shall estimate for the month the total amount of obligations expected to be incurred for office machines, maintenance and repairs for which an obligation by a purchase order or contract is not established.

b Liquidation of Obligation. DBF shall liquidate the obligation by posting for field offices related vendors' invoices of SF-44a to the appropriate ledger and by posting for Washington offices related invoices to the ledger. Any outstanding balance of obligation shall be canceled by DBF by appropriate entry in the ledger on the fifteenth of the second month following the month in which the obligation was established.

(IV A)

13 Imprest Fund (NOTE: This is not a separate item on Form MOS-801)

a Amount of Obligation. The WP or SWP recipient shall estimate amounts of obligations expected to be incurred by purchasing through the imprest fund administered by DAS, and include these amounts in the estimates for applicable items reported on Form MOS-801, such as Item 7, Forms, Supplies and Materials and Item 4, Travel.

b Liquidation of Obligation. The DBF will liquidate these obligations by posting related vouchers to the appropriate ledger. The expenditure amounts will be posted to the ledger identified as to object class and the particular Form MOS-801 for which the expenditure is applicable. Description in the ledger will also show that the payment was made from the imprest fund.

B By Other Obligor Documents. DBF will establish obligations for the following types of transactions recording in the appropriate ledgers the individual document(s) described in each category below. In most instances, the obligor document shall be furnished DBF by WP or SWP recipients. Methods for recording these documents in the division records maintained by WP or SWP recipients are described in Part III Sect. IV B.

1 Travel Performed Under AD-202, Except for Change of Headquarters. Issuance of AD-202, Authorization - Travel, shall be used as the obligor document in establishing the obligation for the related anticipated travel expense. The WP or SWP recipient shall forward to DBF two copies of AD-202 immediately upon issuance. One copy shall serve as the obligor document, the other copy shall be used in conjunction with the audit for payment of the related travel expense voucher.

a Amount of Obligation. The originating office shall estimate the cost (including costs of TR's) of the anticipated travel in each instance, and show the amount on the AD-202.

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(IV B 1)

b Liquidation of Obligation. When a travel voucher is received applicable thereto, it shall be charged to the appropriate AD-202. The DBF shall also liquidate any amount remaining after amounts for TR's have been reserved. Amounts of TR's used in conjunction with travel vouchers charged to AD-202 shall be reserved for payment of carrier bills in the same manner as prescribed for TR's used in conjunction with travel performed under blanket obligations (reflected on Form MOS-801 (see Section IV A 4 b of this Part).

c Numbering AD-202's. AD-202's shall be numbered as prescribed by Agricultural Economics Circular No. 29, Letters of Authorization and Amendments.

2 Change of Headquarters. Three copies of Form AD-202 shall be forwarded to DBF by the WP or SWP recipient as the obligating document in establishing individual obligations to (1) cover the expenses of the employee's travel for the purpose of changing headquarters, (2) the cost of transportation of the employee's family in changing official station, and (3) expenses incurred in the movement of the employee's household goods. Immediately upon receipt, AD-202 shall be used by DBF to obligate funds to cover expenses of the employee's travel for the purpose of changing headquarters. However, with respect to the cost of transportation of the employee's family and expenses incurred with respect to the movement of his household goods, obligations on the part of the Government do not arise until the date travel of each member of the family is initiated, and the date the employee actually moves his household goods. Therefore, obligations for such amounts, as shown on AD-202, shall be made by DBF (using AD-202) upon receipt by DBF of a memorandum (or a notation on the AD-202) from the originating office indicating the month during which travel of the employee's family and movement of his household goods will take place. One copy of Form AD-202 shall be used for obligating purposes, one copy shall support the contingent liability established in the General Ledger, and the remaining copy shall be used in conjunction with the audit for payment of the related expense vouchers.

a Amount of Obligation. The originating office shall estimate the cost (including the costs of TR's) involved in the employee's change of headquarters and show individual amounts on the AD-202 for each of the following:

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(IV B 2 a)

- (1) Estimated cost of employee's travel.
- (2) Estimated cost of transportation for employee's family.
- (3) Estimated cost of movement of employee's household goods.

b Liquidation of Obligation.

(1) When a related voucher is received in DBF, it shall be charged to the appropriate AD-202. Amounts of obligations remaining after amounts for TR's have been reserved shall also be liquidated by DBF. DBF shall also liquidate the amount of the obligation remaining after payment for movement of household goods has been made. Prior to liquidating obligations for household effects, or travel of immediate family, divisional clearance shall be obtained to assure that these constitute final payment.

(2) Amounts of TR's used in conjunction with an employee's and his family's travel vouchers, charged to AD-202, shall be reserved by DBF for payment of carrier bills in the same manner as prescribed for TR's used in conjunction with travel performed under blanket obligations reflected on Form MOS-801 (see Section IV A 4 b of this Part).

c Numbering AD-202's. AD-202's shall be numbered as prescribed by Agricultural Economics Circular No. 29, Letters of Authorization and Amendments.

3 Contractual Agreements - Rents, Utilities (Other than Telephone) Storage, Research Projects, Cooperative Agreements, etc.
DAS shall, for the present, furnish DBF with three copies of all formal contracts, agreements, leases, MOS-106, Reimbursement or Advance of Funds Agreement Between Federal Agencies, and memorandums of understanding executed by ERS, SRS, or MOS. DAS shall also furnish DBF with two copies of each AD-38, Purchase Order, issued to procure any type of continuing service (other than telephone). DBF shall prepare Form MOS-25 each calendar month as applicable for each contract or agreement and enter on MOS-25 the monthly amount of obligation applicable to such contract or agreement. Each MOS-25 shall be posted to the appropriate ledger by DBF as an obligation. A copy of the MOS-25 marked "posted" shall be furnished the appropriate administrative officer by not later than the fifth workday of the month, or as soon thereafter as practicable, for which

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(IV B 3)

the obligation is being established. The administrative officer shall make distribution to sub-workplan recipients as necessary.

a Amount of Obligation. The amount of obligation shall be based on the fiscal provisions of the contract, agreement, or purchase order, or specific arrangement in writing with the individual division as to obligating on a monthly, quarterly, etc. basis.

b Liquidation of Obligation. Related vouchers shall be charged to the appropriate MOS-25. Amounts remaining after the final voucher is charged to the related obligation shall also be canceled by DBF through appropriate entry in the ledger. When the data available to DBF is not conclusive at time of final payment that all provisions of a contract have been fulfilled, clearance for canceling outstanding balances shall be obtained by DBF from the appropriate division, or DAS.

4 Procurement of Equipment, Supplies, Materials or Non-Recurring Services through Division of Administrative Services Requiring Issuance of Procurement Documents. DAS shall furnish DBF with two copies of each AD-38, MOS-214, AD-14, GSA-1354, or cash register slips - GSA Washington Retail Stores - issued by DAS for the procurement of equipment supplies, materials or nonrecurring services. One copy shall be used by DBF to establish the obligation in the appropriate ledger and the other for voucher examination purposes. Since the purchase order or other procurement document, including any transportation costs shown for these transactions, is the formal obligation document and can be identified to the invoice for payment and liquidation, related MOS-214's should not be posted by the WP or SWP recipient as obligations to his division record. These MOS-214's shall be placed by the WP or SWP recipient in a suspensefile and treated as a reservation of the unobligated balance. Upon receipt of his copy of the purchase order or other procurement document from DAS the WP or SWP recipient shall post the obligation to his division record.

a Amount of Obligation. The amount of the purchase order or other procurement document received from DAS shall be the amount of obligation.

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(IV B 4)

b Liquidation of Obligation. Vouchers and invoices applicable to the purchase orders or other documents shall be used by DBF to liquidate related obligations in the ledgers.

5 Freight and Express Charges. U. S. Government Bill of Lading, SF-1103-A, shall be used as the obligating document to cover freight and express charges. The WP or SWP recipient or DAS shall submit two copies of SF-1103-A to DBF. DBF shall post each SF-1103-A to the ledger as an obligation.

a Amount of Obligation. The amount of the SF-1103-A shall be the amount of the obligation.

b Liquidation of Obligation. DBF shall use the carrier's bill to liquidate the obligation.

6 Employee Awards. Two copies of approved Forms AD-287-2, Approval and Certification of Cash Awards, shall be forwarded by the Washington Office of the division making the award to the Director, DBF, enclosed in a sealed envelope marked "AWARDS-CONFIDENTIAL." One copy of the form will be used by the DBF as the basis for establishing MOS-19, but information as to the name of the employee will not appear on the document. One copy of each MOS-19 marked "posted" will be furnished to the appropriate administrative officer. The administrative officer shall make distribution to SWP recipients, as necessary.

a Amount of Obligation. The amount of the obligation shall be the total approved amount shown on the AD-287-2.

b Liquidation of Obligation. SF-1166, Voucher and Schedule of Payments, showing "Supplemental-Cash Award" shall be used by DBF to liquidate the obligation.

7 Expenses for Training Under Government Employees Training Act. DAS shall furnish the DBF with two copies of each AD-38, Purchase Order, issued in connection with payments to be made to a training facility. One copy shall be used by DBF to establish the obligation in the appropriate ledger. In these instances AD-281's, Request and Authorization for Outside Training, should not be posted by the WP or SWP recipient as obligations to his division record. These AD-281's shall be placed by the WP or SWP recipient in a suspense file and

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(IV B 7)

treated as a reservation of the unobligated balance. Upon receipt of his copy of the purchase order, the WP or SWP recipient shall post the obligation to his informal information record.

If an advance of funds has been made to an employee to pay the training facility direct, AD-38, Purchase Order, is not issued. In these instances the obligating document is AD-281 and two copies shall be furnished DBF by the Division of Personnel for recordation of the obligation for tuition, fees, books and other related costs. The AD-281 in these cases shall also be the obligating document for such costs in the division records.

a Amount of Obligation. The amount of AD-38 or AD-281, as applicable, shall be the amount of the obligation.

b Liquidation of Obligation. Vouchers and invoices applicable to the AD-38's or AD-281's shall be used by DBF to liquidate related obligations in the ledgers.

8 Travel Vouchers (SF-1012) and TR's Received After Cancellation of Outstanding Balance of Travel Obligation on Form MOS-801. If a travel voucher is received involving travel performed in prior month for which the obligation (initially reported to DBF on a Form MOS-801) has been canceled the voucher, shall be posted as a payment to the appropriate ledger identified by the letters "NPO" (Not Previously Obligated). At the end of the month the amount for this type of voucher will be accounted for in the division records through the adjustment procedure described in Part III, Section IV C 1.

If this travel voucher has TR's attached, an obligation for the amount of the TR's shall be posted by DBF to the ledger accounts. DBF shall also make up an MOS-25 which originally established the related blanket travel obligation, but shall be suffixed by the work "supplemental." A copy of the supplemental MOS-25 marked "posted" shall be forwarded immediately to the WP or SWP recipient by memorandum setting forth the circumstances requiring the obligation. This MOS-25 shall be posted upon receipt to the division record.

a Amount of Obligation. The amount of obligation shall be the amount in which the travel voucher is paid or the amount of the TR's as applicable.

(IV B 8)

b Liquidation of Obligation. Posting by DBF of the payment of the travel voucher of course represents a simultaneous liquidation of the amount since the previous related obligation has been canceled in these cases. The obligation for the TR's shall be liquidated by postings of related carrier bills in the ledger. TR obligations outstanding in the accounts shall remain unliquidated as long as the appropriations are available for expenditure purposes.

V MAN-MONTHS

An estimate of the man-months anticipated for the month that obligations are being established should be reflected on Form MOS-801. This estimate will be adjusted in the submission for the succeeding month in the space "adjustment past months." Man-months should include full time, WAE and all planned employment.

Attachments

FORM MOS-801
(2-28-62)

NUMBER _____

NOTICE OF OBLIGATION
Month _____ Year 19 _____

Workplan or sub workplan _____

Item No.	DESCRIPTION	Amount	
		Increase	Decrease
1.	Salary-Regular Employees (with regular tours of duty-other than WAE)*	:	:
2.	Salary - WAE Employees *	:	:
3.	Government (employer) Contributions:	:	:
	FICA \$ _____ Ret. \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	Ins. \$ _____ FEHBA \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
4.	Travel (except travel performed under Form AD-202 Authorization - Travel)	:	:
5.	Communications:	:	:
	\$ _____ Tel.Co. Recurring and non-recurring costs \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	+Tel.Co. Long Distance \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	Switchboard (Department) \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	Official Mail (Postage and Fees Paid) \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	Telegraphic (Western Union) \$ _____ G.S.A.	:XXXXXXXXXX:	:XXXXXXXXXX
	Leased Wire (telephone) \$ _____;Dept's	:XXXXXXXXXX:	:XXXXXXXXXX
	Chicago Leased Wire (telephone) \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
	PBS-G.S.A. (teletype) \$ _____	:XXXXXXXXXX:	:XXXXXXXXXX
6.	Parcel Post	:	:
7.	Forms, Supplies and Materials	:	:
8.	Printing and Reproduction	:	:
9.	Arts and Graphics	:	:
10.	Motor Vehicle Credit Card Purchases	:	:
11.	Local Purchases - Supplies	:	:
12.	Local Purchases - Services	:	:
	TOTAL	:	:
	Man Month: Reporting Month	:	:
	: Adjustment Past Month	:	:

Date

Officer-in-Charge or Administrative Officer

REMARKS:

Above items posted to the appropriate ledger, DBF.

Signature

Date

*Show names of employees by item number, to be separated and amount of lump sum payment applicable to each in "Remarks" space.

DATE _____

3-6-62

DATE _____

Obligation Control System for Appropriations and Funds

PART III - Division Record of Financial Status

I PURPOSE

The purpose of this part is to suggest (1) the method for maintaining division records for each WE or SWP, (2) entries to be made to such records, and (3) the type of files to be maintained in support of the division records.

II THEORY OF DIVISION RECORDS OF FINANCIAL STATUS

Recognizing that the detail of all obligation and payment transactions for each month and their effect on the unobligated balances are available for management purposes to the divisions and offices each month end in the form of copies of ledger sheets furnished by the DBF, the suggested division records have been designed:

1 To reflect categories by object class and activity to the extent needed internally by the divisions or offices, and

2 To furnish only the minimum of obligation and status of fund information on the WP or SWP needed by divisions or offices during the month.

To obtain these objectives, provisions are made for recording obligations only to the division records during the month and subsequently adjusting these records monthly as a result of reconciling with the related ledger received from DBF at the close of each month. When the reconciliation procedure in Part IV is used, adjusting entries consist of (1) posting of obligations to division records not previously posted to such records—these obligations having been posted to the related ledger sheet; (2) posting to the division records as obligations any vouchers posted as payments to the ledger for which an obligation was not previously established or the obligation has been canceled; (3) the net of amounts of (a) obligations canceled, and (b) the amount by which vouchers are in excess of or less than

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(II)

obligations established for such vouchers (i.e., in an overall total, automatically produced, net adjustment amount); and (4) reversing of entries improperly charged to the WP or SWP.

Documents for use in recording obligations to the division records and to the ledgers shall be those prescribed in Part II. Monthly adjustments to the division records shall be those described in Section IV of this Part which result from the reconciliation set forth in Part IV.

III DESCRIPTION OF DIVISION RECORD

An informal Agricultural Economics form has been designed and is suggested for use as the division record of financial status for each WP or SWP. Exhibit A attached has been designed to reflect financial activity for certain object classes and as a guide for allotment, WP, and SWP recipients in designing the type of division record needed for their operations. Smaller WPs or SWPs may require that only one account similar to this type need be maintained. For larger allocations, separate accounts using the same format may be needed for reflecting financial activity relative to special cost categories, major object classes, or activities.

IV POSTING TO DIVISION RECORDS

Regardless of the design of the division records, entries will be made to the columns headed (1) Date of Entry, (2) Description, (3) Allocation Number, and (4) The Obligation Form and Number.

However, the particular column to which amounts of such entries are posted is dependent upon the special cost categories, major object classes, or activity columns provided. The media used for posting to the division records and their effect upon the balance columns of such records is as shown below.

A Form MOS-96, Notice of Work Plan (Form MOS-1, Advice of Allotment, if no Work Plan or Sub Work Plan issued)

1 Initial Form. The amount of the initial form is posted in the allocation column and established in the same amount in the balance column.

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(IV A)

2 Increase Form. The amount of the increase is posted in the allocation column and increases the balance column by the same amount.

3 Decrease Form. The amount of the decrease is posted in the allocation column as a credit (minus amount) and decreases the balance column by the same amount.

B Obligating Documents Prescribed by Part II.

1 Initial Documents or Supplemental Documents Increasing the Initial Amount. The amount of each document will be posted in the appropriate obligation column and will decrease the balance column by the amount of each such entry.

2 Supplemental Documents Decreasing Amounts of Obligations Previously Posted. The amount of each document will be posted in the appropriate obligation column as a credit (minus amount) and will increase the balance column by the amount of each such entry.

C Adjustments Prescribed by Section IV B, Part IV. Each of the following sub-sections is identified by the corresponding item number in Section IV B, Part IV.

1 Item 2(a) Amounts Not Previously Obligated "N.P.O." Items.

a The amount for each "N.P.O." item, is identified on the ledger from DBF by a check mark (✓) or "X" mark 1/, and will be posted in the appropriate obligation column and will decrease the balance for each entry.

b For items posted in (a) above the date of entry in the date column will be the date of posting; the description column will show "N.P.O. entered to DBF ledger _____ date;" and the document number shown on the ledger will be entered to the column captioned "Obligation Form and Number." Make a check mark (✓) or "X," beside each entry, as appropriate.

1/ A "✓" mark means that an item has been identified in the reconciliation process as applicable for the particular month, to the WP or SWP being reconciled.

An "X" mark means that an item has been initially identified in the reconciliation process as not applicable, for the particular month, to the WP or SWP being reconciled. An "X✓" means that an "X" item (such as in the preceding paragraph) has subsequently been confirmed as applicable to the WP or SWP being reconciled.

(IV C)

2 (Item 2(b) Obligations on Ledgers Not on Division
Records.

a The amount for each item is identified on the ledger by a check mark (✓) or "X" mark and will be posted to the appropriate obligation column and will decrease the balance column for each entry.

b For items posted in (a) above the date of entry in the date column will be the date of posting; the description column will show "obligation entered to DBF ledger _____ date;" to the column captioned "Obligation Form and Number." Make a check mark (✓) or "X", beside each entry, as appropriate.

3 Item 7, Adjustment for the Month of _____.

a The amount for this entry is obtained from Item 7 of the Reconciliation Format prescribed by Section IV A of Part IV of this Circular. This entry will have the effect of either increasing or decreasing the amount in the balance column by the amount that the "Reconciliation" results in the ledger balance
being in excess of or less than the balance of the division records.

b When entering the amount of the "adjustment" the date of entry in the date column will be the date of posting, the description column will show adjustment (month); and the work "Reconciliation" will be entered to the column captioned "Obligation Form and Number." A plus figure (debit) adjustment amount will be entered to the _____ records as a minus figure (credit) in the obligation column. The reverse is true for a minus figure (credit) adjustment amount. At the option of the WP or SWP recipient, the amount of the adjustment may be distributed to the various object class or activity obligation columns of the division records.

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(IV)

D Adjustments Resulting from Reports Prescribed by Section V of Part IV.

"NPO" Items and Obligations Reported as Entered to Allotment Ledger in Error. As prescribed by Section IV C 1 and 2 of this Part these items have been posted to the division records, and an "X" mark has been placed beside each such item. Upon receipt of a memorandum from DBF the following action will be taken:

1 For items found to be properly charged to the WP or SWP a check mark (✓) will be placed beside the "X" mark on both the division records and the DBF ledger. No further action is required inasmuch as the division records are properly charged and are in agreement with the ledger sheet.

2 For items found to be improperly charged to the WP or SWP a check mark (✓) will be placed beside the "X" mark on both the division records and the ledger. In addition an entry will be made to the division records reversing such entries. However, no check mark (✓) or "X" mark will be placed beside the reversing entry inasmuch as such items will be reconciled, check-marked (✓), upon receipt from DBF of the next month's ledger.

V FILES IN SUPPORT OF DIVISION RECORDS

In support of the division records, and to facilitate reconciliations of such records with the DBF ledgers, the following system of files is suggested, to be maintained by months for each WP or SWP:

A Form MOS-801, Notice of Obligation, and supplements issued thereto, filed in numerical order.

B Form MOS-96, Notice of Work Plans, and supplements issued thereto, in order of date issued.

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(V)

C Obligation documents other than Form MOS-801 will be filed as follows:

1 Obligating documents by type of document, in numerical order within each group, and

2 Copies of any expenditure documents retained. These documents will be classified according to their related obligating documents and filed in a separate group behind such obligating documents.

The above filing system will readily permit locating obligating documents (for verification purpose at the time of making reconciliations between the division records and the DBF ledger). Further, with respect to the reconciliation, the amount of the entry "Adjustment For the Month _____" posted to the division records as required by Paragraph IV C 2 of this Part may, to the extent desired, be verified by reference to the files and the related ledgers.

Attachment

SUB WORK PLAN 201-S-1-00-X-G

MONTH OF JANUARY, 1962

3rd QUARTER 1962 FISCAL YEAR

[illegible]

Obligating Control System for Appropriations and Funds

PART IV - Reconciliation and Related Reports - Division Record of
Financial Status and Ledgers Furnished by DBF

I PURPOSE

The purpose of this Part is to prescribe for the third and fourth quarters of each fiscal year (1) the method whereby the amount of unobligated balances of allocations of WP's or SWP's, as reflected by division records maintained by WP or SWP recipients, are reconciled with related unobligated balances of allocations reflected in ledgers furnished by DBF; (2) provide for the establishing of an adjusted opening unobligated allocation balance against which obligations incurred during the period following reconciliation will be posted; and (3) provide for the preparation and submission to DBF of memorandum reconciliation reports. When a division or office performs monthly reconciliations, the method of reconciliation set forth in this Part shall be used.

II GENERAL

Section IV, Part II, of this Circular advises that the related DBF ledger is closed four working days before the end of a month, and obligation documents received in the Fiscal Branch after such cut-off time will not be reflected in the ledger until the following month. However, the reconciliation method described herein pertains to all obligations posted to DBF ledgers and to all obligations recorded by WP or SWP recipients through the close of business each month.

III DBF LEDGERS - EXPLANATION OF ENTRIES PERTINENT TO EFFECTING
RECONCILIATION

To facilitate reconciling division records with related DBF ledgers, the following information is furnished with respect to obligation and expenditures (disbursements) posted to such ledgers and their effect on the "balance" column (unobligated balance of allocation). Except for increases or decreases in the allocation itself, the following six transactions are the major obligation or obligation adjustment entries which, exclusive of Subsection B change the unobligated balance of allocation.

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(III)

A Obligations incurred are posted in the "obligations" column under "current transactions" and are identified as the original obligation by being suffixed by a diamond symbol. This entry automatically reduces the balance by the amount of the obligation.

B A payment made in the same amount as the original obligation (or in liquidation of a portion of a blanket obligation) is entered in the same amount in both the disbursements column and the obligations column under "current transactions." This entry has no effect on the balance since it only represents liquidation of the obligation or liquidation of a portion of an obligation.

C A payment (e.g., \$150) in excess of the related obligation (e.g., \$100) results in \$150 being posted in the disbursements column and \$100 in the obligations column. In this case, the balance is reduced by \$50; i.e., the amount of increase in the obligation.

D A payment made (e.g., \$75) in an amount less than the related obligation (e.g., \$100) results in \$75 being posted in the disbursements column and \$100 being posted in the obligations column. In this case, the balance is increased by \$25; i.e., the amount of decrease in the obligation.

E A payment made for which no obligation was previously entered, or for which an obligation previously established has been liquidated or canceled results in the amount paid being entered in the disbursements column, but in such case no amount is entered in the obligation column. The disbursement entry reduces the balance by the amount of the disbursement. Such entries shall be referred to as "NPO" items (Not Previously Obligated).

F An amount entered in the obligations column without being suffixed by a diamond symbol--and having no entry in the disbursements column--represents the reversing of an obligation. The balance is increased by the amount of this entry. An example of this occurrence is when, in connection with travel obligations, the unliquidated portion of the obligation is canceled the 15th day of the second month following the month for which established. (See Section IV A 4b of Part II of this Circular.)

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IV METHODS OF ACCOMPLISHING RECONCILIATION

Prior to making the reconciliation, obligations, if any, which have been erroneously entered to and reversed from the ledger furnished by DBF should be identified. Such items have no effect on the unobligated balance and should be disregarded (lined through on the ledger sheet) in making the reconciliation. The format for use in making the reconciliation and procedure for reconciling is given below.

A Format. Each monthly or quarterly reconciliation shall be identified by period covered and prepared in the following format:

Item No.

- | | | | |
|----|---|----------|----------|
| 1. | Balance of Division Records | | \$ _____ |
| 2. | Minus: | | |
| | (a) "NPO" Items (See Section III E,
This Part) | \$ _____ | |
| | (b) Obligations on DBF Ledgers
not on Division Records | _____ | _____ |
| 3. | Balance Division Records After
Subtracting the Sum of 2(a)
and 2(b) from Item 1 | | _____ |
| 4. | Balance on DBF Ledger | _____ | |
| 5. | Minus - Obligations on Division
Records not on DBF Ledger | _____ | |
| 6. | Adjusted DBF Ledger Balance
(Item 4 minus Item 5) | | _____ |
| 7. | Amount of Adjustment | | _____ |
| | (This entry is either a plus figure (debit) by
the amount Item 6 exceeds Item 3 or a minus
figure (credit) by the amount Item 6 is less
than Item 3) | | |
| 8. | New Balance - Division Records | _____ | |
| | (Item 3 plus or minus Item 7 as appropriate) | | |

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(IV)

B Procedure for Reconciling. The procedure prescribed below for reconciling should be followed without regard to improperly charged obligations or improperly charged expenditures. The corrective action taken with respect to such items is provided for in Section V of this Part.

As stated in Section III A of this Part, obligations incurred are posted in the "obligations" column under "current transactions" of the DBF ledger sheets and are identified as the original obligation by being suffixed by a diamond symbol. Upon receipt of the ledger, all obligations appearing thereon (identified by a diamond symbol) which have also been posted to the division records should, for reconciling purposes, have a check mark (✓) placed beside each such item both on the ledger and the division records. Similarly, with respect to decreases of obligations referred to in Section IV B 2, Part III, and to reversing entries authorized by DBF as a result of the previous reconciliation (see Part III, Section IV D 1 (a)(2)) shall have a check mark (✓) placed beside each such item both on the ledger and the division records.

As a consequence, these transactions have been accounted for and are by such action eliminated insofar as the current and future reconciliations are concerned. Thereafter, take the following action with regard to and to obtain amounts applicable to each item of the format prescribed in A, above.

Item 1, Balance of Division Records. The amount for this Item will be taken direct from the balance column of the division records.

Item 2, "N.P.O." Items (See Section III E, This Part). The amount for this item is the sum of the type of items referred to in Section III E of this Part. Such items are found in the "disbursement" column only under "current transactions" of the DBF ledger for which no amount is shown for the items in the "obligation" column of "current transactions" of the ledger. Each such item appearing on the ledger should be posted as an obligation to the division records as prescribed by Section IV C of Part III of this Circular. Subsequent thereto, for those items for which there is no doubt that the expenditure is applicable to the work plan, such items should be checkmarked (✓) both on the ledger and the division records when posted thereto as provided for by Section IV C 1(b), Part III. These items have now been accounted for and are by such action eliminated insofar as the current and future reconciliations are concerned. However, with respect to any such items for which a

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(IV B)

doubt exists as to their being properly chargeable to the work plan an "X" mark should be placed beside such items both on the ledger and the division records, when posted thereto as provided for by Section IV C 1(b), Part III. These latter items are for inclusion in the reports prescribed by Section V of this Part.

Item 2 (b), Obligations on DBF Ledgers Not on Division Records.

The amount for this item is the sum of obligations identified by a diamond symbol which appears in the "obligation" column of "current transactions" of the ledger sheet for which no checkmarks have been made. For those items for which there is no doubt that the obligation is properly chargeable to the work plan, a check mark (✓) should be placed beside each such item on the ledger. These items then should be posted as an obligation to the division record as prescribed by Section IV C 2(b), Part III. These items have now been accounted for and by such action eliminated insofar as the current and future reconciliations are concerned. However, with respect to any such item for which a doubt exists as to their being properly chargeable to the work plan an "X" mark should be placed beside each item both on the ledger and the division record when posted thereto as provided for by Section IV C 2(b), Part III. These latter items are for inclusion in the reports prescribed by Section V of this Part.

Item 3, Balance Information Records. The amount for this column is obtained by subtracting the sum of Items 2(a) and 2(b) from Item 1.

Item 4, Balance on DBF Ledger. The amount for this item will be taken directly from the balance column of the ledger.

Item 5, Minus - Obligations on Division Records Not on DBF Ledger. The amount for this item is the sum of individual obligations entered to the division records for which no check (✓) mark or "X" mark has been placed beside such entries. No check (✓) marks or "X" marks will be placed beside such entries in the division records inasmuch as such items, which represent in transit documents, will be accounted for when the next subsequent reconciliation is made. At that time they will be appropriately identified by the proper marks. These items are for inclusion in the reports prescribed by Section V of this Part.

Item 6, Adjusted DBF Ledger Balance. The amount for this

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(IV B)

item is obtained by subtracting Item 5 from Item 4.

Item 7, Amount of Adjustment.

- 1 The amount of this entry is a plus amount (debit) by the amount that Item 6 exceeds, Item 3 or
- 2 The amount of this entry is a minus amount (credit) by the amount that Item 6 is less than Item 3.

Item 8, New Balance - Informal Records.

- 1 The amount of this entry is the amount of Item 3 to which is added the amount of Item 7 if such entry is a plus entry (debit), or
- 2 The amount of this entry is the amount of Item 3 from which is subtracted the amount of Item 7 if such entry is a minus entry (credit).

V REPORTS

A Reports - Section IV A. Reconciliation reports prepared in accordance with the format provided by Section IV A of this Part shall be submitted to DBF by the fifth working day of the month following the period being reconciled. To each such report shall be attached the following:

1 A list of "N.P.O." items which as a result of the reconciliation procedure prescribed by Section IV B of this Part are identified by "X" marks on both the ledger and division records. For each item the date of entry, description, and amount posted to the ledger sheet will be shown.

2 A list of obligations (suffixed by diamond symbols) on the ledger not on division records which, as a result of the reconciliation procedure prescribed by Section IV B of this Part, are identified by "X" marks on both the ledger and division records. For each item the date of entry, description, and amount posted to the ledger sheet will be shown.

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(V A)

3 A list of obligations on division records not on the ledger which as a result of the reconciliation procedure prescribed by Section IV B of this Part, are not identified on the division records by either an "X" mark or a check (✓) mark. For each such item there will be shown the form number, number assigned the form, date form prepared, purpose for which the form was issued, and the amount.

"N.P.O." items and obligations shown on lists 1 and 2, which have been erroneously posted to DBF ledgers will be removed by DBF. Workplan or sub-workplan recipients will be informed by memorandum of such action and will also be informed as to the reason why other items appearing on lists 1 and 2 are properly posted to the ledger. On the basis of this memorandum, posting reconciliation entries (if any) to the division records and final checkmarking (✓) of such items will be accomplished in accordance with Section IV D, Part III of this Circular.

For obligations shown on list 3 DBF will ascertain that all such items are posted prior to release of the following month's ledger. Such action will preclude such items again being reconciling items.

B Reports - Other

While it is unlikely that an expenditure item, other than an "N.P.O." will be charged to the wrong WP or SWP, it is advisable that the DBF ledger descriptions of expenditures be scanned to locate any such item. (This scanning of expenditures could be accomplished at the same time the "N.P.O." items are being determined in Item 2(a) of Section IV B of this Part.) An "X" mark shall be placed beside any such expenditure item apparently charged erroneously, and a separate listing shall be made of this type of item. This list shall be attached to the report prescribed in this Section. DBF will inform the WP or SWP recipient whether or not the ledger is actually in error through the memorandum referred to earlier in this Section.

For items reported by DBF to be properly chargeable to the WP or SWP, a check mark (✓) will be placed beside the "X" mark in the ledger. No further action is required, since the records are in agreement.

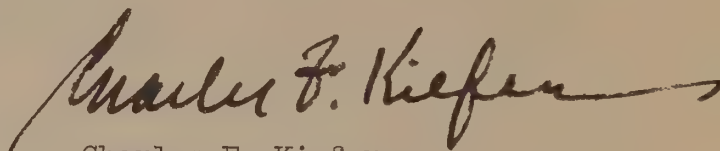
For items found to be improperly charged to the WP or SWP a check mark (✓) will be placed beside the "X" mark on the ledger. In addition, an adjustment entry shall be made to the division record for any such item

(V B)

when the amount of expenditure was more or less than the related liquidation entry in the obligation column of the ledger. However, no check mark (✓) or "X" mark will be placed beside the adjusting entry inasmuch as such items will be reconciled, check marked (✓), upon receipt of the next month's ledger.

VI RECONCILIATION FILES

A separate file will be established for each report of reconciliation, attachments thereto, and any correspondence relevant thereto.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ECONOMICS
 MANAGEMENT OPERATIONS STAFF
 WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 82

Personnel Policy and Procedures

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Exhibit A - What To Do When an Employee Is Injured

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR NO. 82

Personnel Policy and Procedures

I PURPOSE

The purpose of this Circular is to (1) outline the policy in Agricultural Economics for the Division of Personnel (DP) for servicing the various divisions and offices of ERS, SRS, MOS, and SEG under the centralized management operations; (2) define the responsibilities of DP in relation to the divisions and offices serviced by DP which will be referred to as "divisions"; and (3) furnish certain procedural instructions for carrying out those responsibilities.

II POLICY

It will be the policy for DP to:

A Formulate and recommend policies, plans, procedures, and regulations governing the following phases of personnel management activities:

- 1 Organization.
- 2 Position classification, salary administration.
- 3 Employment and placement (including promotion).
- 4 Employee relations, (including appeals, grievances, and discipline).
- 5 Employee development (through training, incentive awards, and employee information).
- 6 Safety, health, and other related personnel functions.
- 7 Employee services, administering the FEHBA and FEGLI programs and furnishing advice and assistance on employee benefits and other activities.

(II)

B Provide staff advice and assistance in all phases of personnel matters.

C Perform the procedural details pertaining to personnel administration thereby relieving the divisions of such details to permit those divisions to concentrate on program and operating matters.

III GENERAL

A Requests for Personnel Actions. Requests for personnel actions shall be prepared and submitted by the divisions and in case of MOS divisions by Division of Administrative Services (DAS) through the submission of SF-52, Request for Personnel Action, to DP. (See Agricultural Economics Circular No. 22 for person authorized to sign SF-52's) These will include requests for:

- 1 Classifications of position.
- 2 Promotion registers.
- 3 Certificates of eligibles (See Agricultural Economics Circular No. 49 for exceptions).
- 4 Appointments, including Career-Conditional, Career, Excepted, Reinstatement, Temporary, (and extensions thereof), Transfers, Reappointments.
- 5 Reassignment and other position changes including change of headquarters.
- 6 Leave without pay in excess of 30 days.
- 7 Furlough without pay for any period of time.
- 8 Return to duty from leave without pay or furlough.
- 9 Name change because of marriage, or court order.
- 10 Resignations.
- 11 Terminations of temporary appointments.
- 12 Separations for transfer.

(III A)

13 Retirement.

B Approval of Personnel Actions. DP shall approve or disapprove all requests for personnel actions, advising the appropriate division of the action taken, process formal notification of personnel action, and maintain all official records thereof.

IV ORGANIZATION

A Responsibilities of DP. It will be the responsibility of DP to:

1 Prepare and maintain official functional and organizational charts.

2 Review on a continuing basis functional and organizational structures and recommend required changes to the divisions.

3 Review functional and organizational changes proposed by the divisions and approve or further collaborate with the divisions as to suggested changes.

4 Obtain necessary official clearances and approve or secure approvals of functional or organization changes from the Office of Personnel, when required.

B Responsibilities of the Divisions. The divisions shall report to DP any proposed changes in activity, realignment of functional workload, or other change which would result in a change in functional or organizational structure. This may be done by draft of the proposed changes or by memorandum outlining such changes.

V POSITION CLASSIFICATION

A Policy. It shall be the policy of Agricultural Economics to follow the principles established by the Classification Act of 1949, as amended, to classify positions to assure equal pay for substantially equal work.

B Responsibilities.

(V B)

1 General. The effective administration of the Classification Act is the mutual responsibility of personnel officials, supervisors, and employees of Agricultural Economics.

2 Responsibility of Divisions.

a Keeping Position Descriptions Current. The supervisor is responsible for keeping DP, through division administrative officer, currently advised on the accuracy and adequacy of job descriptions for his subordinates. The employee is responsible for bringing to the attention of his supervisor, any continuing differences between his work assignments and his job description, which substantially affect the accuracy of the official description of duties for his position.

b Preparing Draft Position Description. The initiating division shall prepare in rough draft, a proposed position description when a description is to be revised or a new position established. The draft should be prepared by the supervisor. Prior to the preparation of the rough draft job description, a division may, if it desires, and is encouraged to do so, consult with members of the Classification and Organization Branch, DP, to resolve any questions or problems, such as on alignment, or possible conflict with other positions. DP will stand ready to assist in any way in the preparation of the draft of position descriptions. The rough draft (for Grades GS-15 and below, other than positions to be evaluated under the Research Evaluation Guide) may be submitted in the original only. The draft shall include the location of the proposed position and identification of the position of the supervisor, a brief but meaningful statement of the duties to be performed and supervisory relationships involved, and any special qualifications required for the work if not obvious from the statements of duties submitted. If the description of an existing or prototype position is used as a basis for a proposed position, suggested modifications may be marked on the basic description as a rough draft from which DP will prepare the final description.

(V B 2)

c Preparing SF-52. The initiating division shall prepare and submit an SF-52 recommending classification of position along with rough draft of position description.

3 Responsibility of DP.

a Reviewing and Preparing Final Position Description. DP will review the proposed draft, and make such revisions as are necessary after discussion with the initiating division.

b Classifying Position. DP will determine the appropriate title, series, grade level, and classify the position.

c Typing the Description. DP will type in final form the required number of copies of the position description. One official copy of final approved position description will be returned to the initiating division.

d Maintaining Supply of Position Descriptions. DP will have prepared extra copies of position descriptions and maintain a supply of such descriptions and attach the required number of copies to SF-52's when received from the divisions.

e Giving Advice and Assistance. DP will stand ready to furnish advice and assistance at any time to resolve questions or problems in the general area of classification and pay.

VI SALARY ADMINISTRATION

A Wage Board Rates. DP will be responsible for maintaining current records of wage rates applicable to Wage Board employees or, if wage rates have not been established, to provide for the establishment of such rates.

(VI)

B Pay Increases. DP will be responsible for maintaining records and effecting scheduled pay increases and for processing legislative or other pay changes.

C Initial Salary Rates.

1 Policy. The policy of the Department is to pay an employee at the maximum rate permitted by law and regulation unless there are compelling administrative reasons to do otherwise. This policy will be followed in Agricultural Economics.

2 Responsibility of DP. DP will be responsible for determining the highest salary rate for which an employee is eligible, in the case of initial appointments, promotions, transfers, or other actions involving a change in pay rates.

3 Responsibility of the Divisions. The divisions will advise DP if compelling administrative reasons prohibit the payment of such higher salary for which the employee may be eligible under the above policy.

VII EMPLOYMENT

A Policy. The policy of the United States Government is that equal opportunity be afforded all qualified persons, consistent with law, for employment in the Federal Government. This excludes and prohibits discrimination against any employee or applicant for employment because of race, color, religion, national origin, or sex. This policy has been reemphasized by the President of the United States in his Executive Order 10925 on March 6, 1961, establishing the President's Committee on Equal Employment Opportunity; and his Executive Order 10980 of December 14, 1961, establishing the President's Commission on the Status of Women. All departments and agencies of the executive branch of the Government are directed to adhere to this policy in a fair, objective, and uniform manner.

The above policy shall be followed in Agricultural Economics. In filling positions the best qualified person available will be chosen, regardless of race, sex, color, creed, political affiliation, national origin, personal sponsorship, or other extraneous considerations. Consideration shall be given to present qualified employees under the Promotion Program prior to recruiting from outside the Agency. (See Section VII D.)

(VII)

B Recruitment Planning - Estimate of Needs.

1 Purpose of Estimate. An estimate of recruitment needs will be required by DP on a quarterly basis. This estimate will be used by DP to:

- a Review status of registers and other sources of recruitment.
- b Request Civil Service examinations, if necessary.
- c Do any other advance planning possible to expedite actual recruitment when specific requests for recruitment are received.

The estimate is not to be used as a specific request for recruitment.

2 Source of Estimate. The prime source of data on recruitment needs will be the quarterly budget review with Administrators, division directors, and the Executive Director, MOS. A representative of DP shall attend the quarterly review meetings for the purpose of obtaining this information. Information made available at these meetings shall show as accurately as possible the actual anticipated recruitment for the following quarter, and shall include:

- a Types of positions to be filled (by title).
- b Grade levels for each type of position.
- c Locations of positions.
- d The number of positions in each instance.

C Budget and Vacancy Control.

1 Requirement. The Secretary requires that each agency designate a responsible official to review the necessity for and approve or disapprove the filling of vacancies and new positions as a system of management control and to help achieve the over-all objective of reduction in expenditures and in the number of Federal personnel.

(VII C)

2 Delegation of Responsibility. Authority has been delegated by the agency heads to division directors, or acting division directors to:

- a Determine the need for filling vacancies.
- b Approve those considered necessary to carry out assigned programs. No vacant position shall be filled unless funds are sufficient to cover such costs.

3 Exceptions to Requirement. The budget and vacancy control is not required when positions are to be filled by the following types of actions:

- a Promotion of an employee when his position is reclassified to a higher grade because of increased duties and responsibilities assumed over an appreciable period of time, or because of a change in the CSC or Departmental standards.
- b Reemployment of a former employee with mandatory reemployment rights.
- c Reassignment of an employee because his position description is rewritten to bring it up to date, provided the old position is being abolished.
- d Return to duty an employee from non-pay status.
- e Promotion of an employee under a training agreement approved by the CSC.
- f Employment for a temporary period not to exceed 30 days.
- g Salary adjustments for "cooperatively controlled" employees where the salary is mutually determined by the Federal agency and the cooperator.

4 Procedure.

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(VII C 4)

a Requests Signed by Division Director. When SF-52's are signed by the division director, or acting director, they shall include the following statement under "Remarks" on the SF-52.

"I hereby certify that I have reviewed this position and find it necessary to carry out assigned programs."

b Requests Not Signed by Division Director. When authority to sign SF-52's has been delegated as in the case of heads of field offices or administrative officers, the official whose signature appears on the SF-52 shall obtain the approval of the division director or acting division director to fill the vacancy and include the following under "Remarks" on the SF-52.

"Approval has been received from the division director (or acting division director) to fill this position."

Requests for approval of the division director may be made on form MOS-104, Requests for Authority to Fill Vacancy, which will be prepared in duplicate and submitted to the division director. The division director will approve or disapprove and return the copy of the form to the initiating office. In cases requiring quicker action he may telephone or telegraph approval. DP will not require a copy of MOS-104. The certification on SF-52 is adequate.

D Filling Positions by Promotion.

1 Policy. It shall be the policy of Agricultural Economics to:

a Fill vacancies by the promotion or reassignment of persons already employed in Agricultural Economics, provided their personal qualifications, training, and experience are at least equal to those of applicants from other sources.

b Consider for promotion employees in absentia who are on military furlough.

(VII D 1)

c Be liberal toward the desires of employees seeking transfers to other positions in Agricultural Economics or other agencies of the Department.

d Give weight to incentive awards received in qualifying and selecting employees for promotion.

e Give preference in filling vacancies by promotion to qualified employees receiving compensation at saved rates by reason of demotion from such positions or grades without personal cause (such promotions are exempt from promotion plans). No vacancy at the grade from which such an employee was demoted and for which he is qualified and available shall be filled by any other individual except for justifiable reasons recorded in detail.

2 Procedure. (For exceptions for SRS field offices see Agricultural Economics Circular No. 49.)

a When initiating action to fill a vacancy or a new position, the division shall complete SF-52 in duplicate to request a promotion register from DP. Include title and grade of position, position number, and organization location if position has been established. Show under remarks of the SF-52 any special qualifications required for the particular job. The SF-52 may include a request for recruitment in order that simultaneous consideration may be given to employees outside the agency to insure selection of the best qualified eligible available. To further save time request for a promotion register and/or recruitment may be included on the SF-52 requesting classification of the position when the position is not already established.

b Upon receipt of SF-52 requesting a promotion register and recruitment, DP will furnish a promotion register with appraisal forms and return the original of the SF-52 with the promotion register. DP will also contact outside sources for eligibles and will furnish applications of any available eligibles for simultaneous consideration with Agricultural Economics employees.

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(VII D 2)

c The division shall review the promotion register and applications and advise DP which employees are to be interviewed. DP will arrange for personal interviews.

d When an employee is tentatively selected, the division shall enter his name on the SF-52, show the reason for selection on the promotion register, sign and date the promotion register, and return the SF-52, promotion register, and all attachments to DP for processing.

e DP will negotiate with the losing agency for a release date.

f DP will advise the initiating office of the approval of the promotion or transfer and the effective date. (Effective dates will be established as the first day of a pay period whenever possible and must be a date after the action is approved by DP. Promotions will not be approved retroactively.)

E Filling Positions by Appointment. When appointment from Civil Service Certificate is to be undertaken, the following procedure shall be followed. (For exception for SRS field offices see Agricultural Economics Circular No. 49.)

1 Responsibilities of DP. DP will be responsible for:

a Obtaining CSC Certificates or otherwise recruit eligible candidates.

b Arranging for personal interview of the eligible candidates with the division.

c Conducting pre-employment suitability checks or other record checks on those applicants tentatively selected by the divisions.

d Obtaining all required appointment forms.

e Negotiating with the eligible or, in case of transfers, with the losing agency, for an effective date.

(VII E 1)

f Authorizing the employee to enter on duty.

(1) If appointment is in the Washington, D. C., area, the appointee shall be instructed to report to DP. DP will administer the oath of office, complete all appointment processes, and conduct the initial orientation (see Paragraph X B).

(2) If appointment is outside the Washington, D.C., area, DP will advise the officer in charge of the field station of the approval of the appointment.

2 Responsibilities of the Divisions. The divisions shall:

a Request Recruitment. Advise DP by use of SF-52, in duplicate that recruitment is desired. This may be included on the request for classification and/or the request for promotion register. (In this manner, DP can start the recruitment immediately for simultaneous consideration of applicants from outside sources with employees on promotion registers. However, a certificate of eligibles will not be requested until it is reasonably certain that the position will not be filled from within the agency under the promotion program.) Request should be made to fill the vacancy as soon as it is known that the vacancy will exist to allow time for the recruitment, selection, and appointment process.

b Interview Eligibles. Cooperate with DP to arrange for interviewing the applicant as soon as the eligibles are available, make tentative selection, and advise DP of the selection made.

NOTE: The divisions shall not make commitment to the applicant. The applicant may be advised only of his tentative selection and that DP needs to approve the appointment.

c Arrange Reporting Date. After the officer in charge of a field station is advised by DP of the approval of an appointment he shall contact the appointee to arrange for a mutually satisfactory reporting date.

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(VII E 2)

d Administer Oaths of Office. When the appointee is authorized to report to the officer in charge of a field office instead of to DP, the officer in charge shall administer the oath of office and conduct the initial orientation (see Paragraph X B). If the employee is to report at a location where there is no officer authorized to administer the oath of office, he shall take the SF-61, oath of office, to a Notary Public, who will administer the oath of office. Since salary payment will not be released until the SF-61 is received in DP, it is important that the form be executed and mailed to DP promptly when an employee enters on duty.

3 Exception to Paragraph E. This Circular will not revoke or otherwise affect instructions given to field offices as follows:

a Authority given to field offices to effect certain appointments under LA. (Agricultural Economics Circular No. 66)

b Authority given to SRS field offices in Agricultural Economics Circular No. 49 to negotiate with the CSC, contact eligibles, make tentative selections, initiate suitability checks, obtain appointment forms and administer oaths of offices.

VIII EMPLOYEE RELATIONS AND GRIEVANCES

A Policy. Department achievements depend primarily on the employees, on the relations among them, and on the conditions under which they work. A common understanding among employees of their obligations and responsibilities, of their rights, and their relations to each other and to the Department and public which they serve must be established. To attain this end and to promote and maintain a high standard of morale and performance of its employees, it shall be the policy of Agricultural Economics to:

- 1 Provide proper orientation.
- 2 Encourage good employer-employee relationships and understanding.

(VIII A)

3 Provide adequate working conditions.

4 Encourage participation in the awards program.

5 Utilize performance rating and promotion appraisals to the maximum to detect and remedy lack of proper training or other deficiencies.

6 Establish and maintain definite lines of communication for employees to responsible administrative officials and to DP for discussion of individual problems affecting their status and welfare.

7 Encourage supervisors to be alert to potential relation problems and grievances prior to the development of such cases and thus through prompt attention avoid the loss of employees or the development of dissatisfaction among employees not having personal access to DP for assistance in making adjustments.

8 Permit free access of supervisors and employees to DP at any time to discuss complaints, problems, grievance situations, or obtain advice.

B Responsibilities of Divisions.

1 Supervisors shall explain to employees the full duties and responsibilities of the position, the lines of authority, the standards of performance expected; and provide adequate training and supervision to reach those standards.

2 Supervisors are responsible for detecting signs of dissatisfaction on the part of personnel and, if possible, for working out a mutually satisfactory solution.

C Grievances.

1 General. Employees and officials are expected to settle amicably all differences of opinion by informal discussion and adjustment, as outlined in sub-paragraph 2 below. If differences cannot be resolved informally, the employee may appeal under the Department's formal grievance appeal procedure outlined in the Employee Handbook #23, Appendix II starting on page 44. Any employee who does not have a copy of the handbook may request one from DP.

(VIII C)

2 Informal Appeals.

a In the interest of uniform procedure and to expedite handling, employees are expected normally to present their problems, complaints, or grievances through regular supervisory channels in the following order:

- (1) The employee's immediate supervisor.
- (2) The unit, section, or branch chief to the division director.
- (3) The Administrator of the agency.

b Problems, complaints, or grievances may be presented either orally or in writing. If at any stage of this informal procedure, information or assistance is needed by the employee or the supervisor, such assistance will be provided by DP; or if the matter is such that the employee desires counsel with DP instead of his supervisory personnel, he may request and receive an appointment with the Employee Relations Officer or other member of the staff of DP.

c Supervisory personnel at all levels to which the employee brings his grievance shall endeavor to adjudicate such grievance, if possible, or advise the employee to proceed to the next higher step in the supervisory channel.

d Under Department policy if the grievance progresses to the Administrator of the agency, he should endeavor to adjudicate the grievance within 10 working days from the date the employee presents his grievance to minimize the need for a formal appeal.

3 Formal Appeals. If adjustment is not secured through supervisory channels, the employee or his representative may obtain information and advice from DP as to the procedure for making a formal appeal for a hearing before a Board of Appeals.

IX DISCIPLINE

A Responsibility of Divisions.

1 Maintaining discipline is an essential function of supervisors since they are most familiar with job requirements of subordinates and the first to recognize the need for further instruction or correction in matters of official conduct. Supervisors are, therefore, expected to correct minor infractions or misconduct in a fair and equitable manner.

2 Supervisors shall refer to DP, through supervisory channels, any of the following:

- a Repetitive type relations cases, such as recurring tardiness or absenteeism.
- b All debt cases.
- c All potential grievances or disciplinary cases.
- d Known or alleged delinquency.
- e Absence without permission (AWOL) for determination as to whether disciplinary action is warranted.
- f Misconduct.
- g Neglect of duty.
- h Fiscal irregularity.
- i Violations of regulations.
- j Alleged or suspected bribery. In Washington such cases shall be reported to DP by telephone with confirmation in writing (see Paragraph 4 for reporting field cases).
- k Alleged or suspected forgery of Government checks. In Washington, such cases shall be reported to DP by telephone and confirmed in writing (see Paragraph 5 for reporting field cases).

(IX A)

3 Send to DP a copy of any supervisory reprimand given to an employee in writing.

4 The Federal Bureau of Investigation has exclusive jurisdiction over the investigation of cases of alleged or suspected bribery in the Federal Service. Field offices shall, therefore, report all cases to the nearest office of the FBI and send a copy of the report to DP.

5 The Secret Service Division of the Treasury Department has exclusive jurisdiction over the investigation of all cases of alleged or suspected forgery of Government checks. Field offices shall, therefore, report all such cases to the nearest Secret Service Office of the Treasury Department and send a copy of the report to DP. The address of the nearest Secret Service office may be obtained from the local police department.

B Responsibility of DP.

1 DP will advise and counsel with supervisory staff at any level on an informal basis for the proper handling of disciplinary matters or problem areas.

2 On receipt of a report of alleged misconduct, DP will:

a Review the case to determine the relative seriousness of the offense and whether action can be taken within the Agency.

b Recommend preventive or corrective measures in individual cases, as indicated.

c Make further investigation, if warranted and within the purview of the Agency, or when the circumstances warrant, refer the case to higher authority.

d See that any necessary letters of charges or decisions are issued in an orderly manner.

e Maintain a control of the case at all time to see that it is brought to a logical conclusion as quickly as possible, keeping the division concerned advised.

(IV B 2)

f Discuss with the division the decision reached before final action is taken.

X EMPLOYEE DEVELOPMENT

A Policy. It will be the policy of Agricultural Economics to encourage self-education, self-improvement and self-development by employees and to supplement such self-improvement by Government-sponsored programs designed to:

1 Insure that the employee is well indoctrinated and oriented to his work situation.

2 Promote efficiency and economy in operations.

3 Provide means for the development of skills, knowledge, and abilities for maximum performance of duties and preparation for fuller utilization of talents and capabilities in carrying out greater responsibilities.

4 Design, install, and utilize effectively the best scientific, professional, technical, and managerial principles, practices, and techniques for improved public services.

5 Build and retain a permanent cadre of skilled and efficient employees, well abreast of scientific, professional, technical, and management developments both in and out of Government.

B Orientation. The proper orientation of each new employee is important to both the employee and the agency. First impressions are usually lasting impressions and it is important that the new employee is met by a calm and efficient atmosphere, that he is made to feel welcome and that he is to be part of an efficient and worthwhile organization.

1 At Time of Induction. This portion of the orientation process will be conducted by DP when the employee is reporting for duty in the Washington area. In field offices it shall be conducted by the officer in charge, or any one authorized by him.

The following items are to be discussed fully with the employee:

(X B 1)

a His type of appointment; ie, Temporary, Career-Conditional, Excepted, etc.

b The following benefits as they apply to him:

(1) Federal Retirement System.

(2) FICA (Social Security).

(3) Federal Employees' Life Insurance. (Coverage is automatic for eligible employees unless waived. A form on which to waive may be obtained from DP.)

(4) Federal Employees' Health Benefits. (Employees must submit SF-2809 within 31 days whether or not they want to be covered. Brochures and an application form, SF-2809 are given or sent to new employees by DP.)

(5) Annual and sick leave and the amount for which he is eligible.

(6) Salary rates, scheduled step increases, and pay days. Be sure he understands approximate time he can expect to receive his first salary check.

(7) Employee organizations and activities available locally, such as USDA clubs, Credit Unions.

(8) The Agricultural Economics promotion, training, and awards programs.

(9) His opportunity to designate beneficiaries in the Retirement system, FEGLI, and for unpaid compensation. (Forms for this purpose are available in DP.)

(10) Bureau of Employees' Compensation regulations and what to do in case of accident.

(X B 1)

c Call the new employee's attention to the more important laws and regulations which he, as a Federal employee, will be expected to know, such as: regulations pertaining to political activities and holding State, or local office; and those governing his personal conduct as outlined in Appendix II of the Employee Handbook, starting on page 56.

d The general organization and functions of USDA, of Agricultural Economics, of his agency, and more specifically of his division and office. This is important for the new employee to see where he as an employee fits into the overall organization and how his particular job fits into the vast work of the Department.

2 Further Orientation.

a Further orientation will be conducted by the divisions at time of entrance on duty. Additional items to be discussed will include:

(1) More specific organizational structures, functions of the division, branch, and section, and duties and performance standards for the specific job.

(2) Hours of duty, the time he is expected to report for duty and the time the work day is finished.

(3) Lunch periods, where and at what time.

(4) Lines of supervision, to whom does he go for instruction, for approval of leave, for supplies, etc.

(5) In case of illness, whom does he call and by what time.

(X B 2 a)

(6) If the employee is to travel, explain the procedure and travel regulations, give him the regulations, if possible. Be sure he understands the system such as travel authorizations, per diem and mileage rates, and the submission of travel vouchers.

b Supervisors shall counsel with employees as to their progress and give any further explanation and on-the-job training indicated. If special training appears to be necessary to more fully develop the employee, supervisors shall recommend such training to DP. DP will assist in developing specific training schedules and suggest further training as appropriate.

c Supervisors shall complete probational, trial period, and performance reports when requested by DP; and discuss such reports with the employee as a means of further development.

C Training.

1 General. In line with the policy outlined in Paragraph X A DP will:

a Provide leadership and staff assistance in the identification of training needs and the development and establishment of training programs and plans to meet these needs.

b Provide coordination of training and employee development programs within Agricultural Economics with those of the Department or outside the Department.

c Design programs occasionally as are considered appropriate for handling by the Training Officer.

d Issue instructions and procedures necessary to properly carry out the training functions.

(X C 1)

Agency heads and supervisors at all levels share the responsibility for the administration and conduct of employee training and in providing equitable opportunity for employees to participate in such training.

2 Training and Promotion Agreements. DP will advise with and assist the divisions in designing training agreements when such agreements are desired for accelerated promotion or when formalized training plans are needed.

a Divisions shall prepare a memorandum request for proposed training agreements incorporating therein the substance of training coverage and timing to be included in the agreement.

b DP shall review the request, and develop the complete agreement in draft form for concurrence by the divisions preparatory to final typing in DP.

c DP shall be responsible for obtaining any required Department or Civil Service Commission approval of agreements, and send a copy of an approved agreement to the division concerned.

d The division concerned shall be responsible for obtaining any reports required by the agreement from the employee, supervisor, or other official of the division and send such reports to DP with recommendation for promotion.

e DP has final responsibility for determining whether the training has been administered in accordance with the approved training agreement and will approve or disapprove the promotion advising the division accordingly.

3 Outside Training.

a Responsibilities of DP. It is the responsibility of DP to:

(X C 3 a)

- (1) Issue specific guides and instructions for training in Agricultural Economics to meet the requirements of the Training Act (Public Law 85-507) the Department and Civil Service Commission Regulations.
- (2) Provide information on training opportunities available within and outside the Department.
- (3) Counsel with and advise supervisors and employees as to training needs for specific positions or goals and training available to meet those needs.
- (4) Assist divisions with the preparation of requests for formalized outside training.
- (5) Develop annual reports of training needs based on information furnished by the divisions to reflect priority needs of general and specific training, essential training of a less urgent nature, and training needed on a long-range basis.
- (6) Approve requests received from divisions, or refer requests to proper official for approval when required, and keep close check on all requests to see that approvals are received on a timely basis.

b Responsibility of the Employee. Employees have a basic responsibility for their own development. Agency training is a supplement to, not a substitute for, their own self-development. When an employee is selected for training, he is obligated to give his best thought and effort to the training and to utilize to the maximum extent possible the increased competence provided by such training for the improvement of the Department's business, through better understanding, improved efficiency, and acceptance of greater responsibility.

(X C)

4 Executive Development. It shall be the policy of Agricultural Economics to take advantage of the opportunities offered by the executive development program for a systematic career development of outstanding employees. When necessary, executive development agreements shall be developed. DP shall issue instructions and guides, and furnish assistance to the divisions in the development of such agreements and individual training plans and obtain approvals from higher authority, including the Civil Service Commission, when required.

D Awards.

1 Policy. It shall be the policy of Agricultural Economics to encourage employees to participate to the fullest extent possible in improving the efficiency, economy, and effectiveness of the Department's operations; to recognize and award its employees for outstanding or meritorious service, suggestions, or other contributions; and to take full advantage of suggestions of its employees to improve the Department's operations.

2 Responsibilities of DP. It shall be the responsibility of DP to:

- a Provide leadership and technical supervision to the awards program in Agricultural Economics.
- b Issue instructions, regulations, and guides for the preparation and handling of recommendations for awards and the approval thereof.
- c Provide promotional materials and arrange appropriate publicity to stimulate and maintain employee interest and participation.
- d Assist the Agricultural Economics Committee to consider honor awards, specific accomplishment awards, and suggestions for over \$500.
- e Control, evaluate, and improve the operation of the Incentive Awards Program for Agricultural Economics.
- f Audit actions taken both at the division and agency level.

(X D 2)

g Maintain record of all suggestions and awards.

h Prepare reports required within Agricultural Economics or by higher authority and furnish appropriate information to Agricultural Economics employees such as:

- (1) Awards recommended.
- (2) Awards approved.
- (3) Awards disapproved.
- (4) Recommendations pending.
- (5) Other pertinent information.

XI SAFETY AND HEALTH

A Policy.

1 Consistent with the safety policy expressed by the President of the United States to safeguard from injury all those who work for the Federal service the policy of Agricultural Economics is to establish and actively maintain a vigorous accident prevention program to insure safe employment conditions and practices consistent with modern safety standards and promote safety consciousness both on and off the job and on the public highway.

2 DP will issue such supplemental instructions and guides as are necessary for the implementation of this policy.

B Injuries and Accidents.

1 When an employee sustains a personal injury while in the performance of duty, he is entitled to benefits, including medical care, under the Federal Employees' Compensation Act administered by the Bureau of Employees' Compensation, U. S. Department of Labor.

2 In the Washington, D. C., area employees shall immediately contact the Department Health Officer in case of accident or injury while on official duty and shall report such accident or injury to DP.

(XI B)

3 In field offices, employees shall contact their local health unit, if one is available. If not, see Exhibit A for "What To Do When an Employee Is Injured."

XII RECORDS AND REPORTS

A Records Maintained by DP. All of the official records pertaining to the personnel management program shall be maintained in DP. Among other things, these will include the official personnel folders, position descriptions, service record cards, etc., as required by the Civil Service Commission. Information pertaining to qualifications, status, types of appointments, and other pertinent information shall be made available by DP to authorized persons in the divisions when such information is necessary for consideration for reassignment, promotion, or other legitimate needs.

B Records Maintained by Divisions. Divisions are authorized to maintain the following records for administrative use:

1 Position chart showing position number, title, and grade by organization. This chart is initially furnished by DP and may be kept up to date from approved positions and SF-50's, Notice of Personnel Action.

2 The "utility" copy of SF-50 which is sent by DP to the administrative officer for each personnel action.

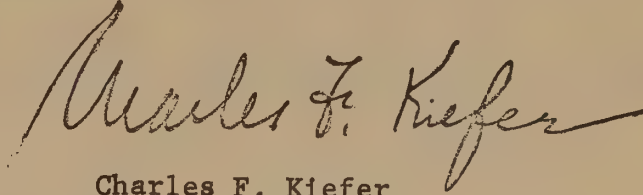
3 One copy of each approved position description which is to be maintained in numerical order with incumbency record on or attached to the position description. The approved copy of the position description will be furnished by DP.

4 If a personnel record is desired, card OF4B shall be used. Preliminary information such as education, brief of previous service, etc., should be typed on the card before SF-57 is sent to DP. Other information shall be taken, in field cases, from the employee's copy of SF-50 and SF-1126 before they are given to the employee, and in Washington, D. C., this information shall be taken from the "Bureau" copies of the SF-50 and SF-1126.

AGRICULTURAL ECONOMICS CIRCULAR No. 82

(XII)

C Reports. All formal statistical reports pertaining to Agricultural Economics employment shall be prepared by DP, and, where necessary to validate data, in consultation with divisions.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

What To Do When an Employee Is Injured

1 Obtain Medical Care, If Needed.

a Government facility or BEC designated physician shall be used, if available. Supervisor shall authorize medical care as follows:

(1) Complete CA-16, if there is no doubt injury was sustained in the performance of duty.

(2) Complete CA-17, if cause is in doubt (back injuries, hernias, occupational diseases, etc.) (Send original of forms CA-16 and CA-17 to physician or facility - 2 copies to DP.)

b If Government facility or BEC designated physician are not available, in emergencies obtain care by any physician or hospital. (Send DP a statement explaining why a non-designated physician was used.)

2 Report the Injury. (Submit original and 1 copy to DP)

a CA-1, obtain from employee and submit within 48 hours after injury regardless of whether medical expense or loss of time is involved.

b CA-2, required from supervisor if injury involved medical care or loss of time from work. Submit within 48 hours after injury (may be withheld to show return to duty if disability is not expected to last more than 3 calendar days). If automobile injury, attach statement giving facts about travel and duty in which injured employee was engaged.

c Obtain statement of attending physician on CA-2 unless treatment was given by U. S. Public Health Service. Do not delay sending CA-2 to obtain statement. Indicate in space on CA-2 that medical report will follow, then forward as soon as obtained.

d SF-92, required for all injuries involving medical care or loss of time from work except injuries resulting from vehicle accidents in which case a SF-91 is prepared by the employee and AD-278 by the supervisor.

What To Do When an Employee Is Injured

(2)

e CA-3, submit within 48 hours after return to duty unless return was shown on CA-2.

3 Prepare Claims for BEC. (Submit original and 1 copy to DP)

a CA-4, to be submitted when disability ends if loss of pay is not likely to exceed 30 days, or about 18th day after pay stops if disability is extended.

b CA-4A, if employee has one or more dependents, submit with CA-4.

c CA-8, if disability extends beyond period covered by original claim (CA-4), submit semimonthly.

A small supply of all forms referred to herein should be stocked in field offices. Forms may be obtained from DAS.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

April 30, 1962

To: All Divisions and Offices

From: Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Manpower Utilization

The President, in a memorandum of November 13, 1961, to Heads of Departments and Agencies, called for greater coordination and efficiency of Government field activities. He asked each department and agency to devote specific effort toward improving the organization and management of its field activities toward the end that improved economy, efficiency, and substantive effectiveness will result.

As a result of these directives from the President the Secretary has issued guides for better manpower utilization within the Department. These guides, in substance, are incorporated in the attached Agricultural Economics Circular on Manpower Utilization. As additional guides and instructions are developed for implementation of this program within Agricultural Economics agencies, they will be issued.

In issuing his guides for better manpower utilization, the Secretary has revoked Secretary's Memorandum No. 1418 and the supplement thereto, which imposed the need for the budget and vacancy control outlined in paragraph VII C in Agricultural Economics Circular No. 82, which may now be deleted as follows:

Pen-and-Ink Changes - Agricultural Economics Circular No. 82

Table of Contents - Cross out the last item on page which reads:
"C Budget and Vacancy Control . . . 7."

Paragraph VII C - Delete sections 1, 2, 3, and 4, bottom of page 7,
page 8, and top of page 9.

Attachment

Charles F. Kiefer

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 83

Revision of Commuted Rate Tables For
Transportation and Temporary Storage of Household
Goods and Personal Effects

I GENERAL

The attached schedule of commuted rates for use in reimbursing employees for expenses incurred in the transportation and temporary storage of household goods and personal effects on transfer of official station is retroactively effective to November 1, 1961.

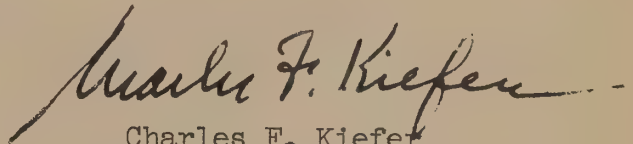
This new schedule of rates supersedes Exhibit A dated July 7, 1961, of AMS Instruction 460-1, Rev. 2. However, offices which have a copy of the old schedule should retain it until all claims reimbursable at the old rates have been made.

II ADJUSTMENTS

If reimbursement has been made to an employee where transportation commenced on or after November 1, 1961, at the rates set forth in Exhibit A dated July 7, 1961, the official who approved the reimbursement voucher shall be responsible for advising the employee to submit a reimbursement voucher to claim any additional amount due under the revised rates.

III PEN-AND-INK CHANGE

Offices which have a copy of AMS Instruction 460-1, Rev. 2, should delete "and moving 1,000 miles or less" in Section VI A 4b, line 4, since this limitation does not apply after November 1, 1961.


Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

DISTRIBUTION: All Divisions and Offices, Wash. only
SRS Field Offices

March 9, 1962

COMMUTED RATES FOR TRANSPORTATION AND TEMPORARY STORAGE
WITHIN THE CONTINENTAL UNITED STATES, EXCLUDING ALASKA,
EFFECTIVE FOR TRANSPORTATION COMMENCED
ON OR AFTER NOVEMBER 1, 1961

Section 1 - Transportation Rates

TABLE 1

The following commuted rates per 100 pounds, subject to the 500 pound minimum weight allowance, apply to transportation of household goods and personal effects for 500 miles or less originating in:

The States of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, or Vermont.

ILLINOIS: Any point in Cook, DuPage, Henry, Lake and Rock Island counties; any point in Kane and McHenry counties bounded by State Highway 31 on the west; any point in Will County bounded by U. S. Highway 30 on the west and south; including corporate limits of points on the specified highways.

INDIANA: The City of Gary, including any point in Lake, LaPorte and Porter counties.

IOWA: Black Hawk, Polk and Scott counties; Cedar Rapids, including any point in Linn County.

MICHIGAN: Any point within the State, except Detroit and in the counties of Macomb, Oakland, Washtenaw and Wayne.

MINNESOTA: Duluth, including any point in St. Louis County.

WEST VIRGINIA:

Brooke, Hancock, Marshall, Ohio and Wetzel counties.

WISCONSIN: Douglas and Superior counties.

When the transportation originates in the foregoing area and exceeds 500 miles, the rates in Table 4 apply.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less 1/	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl. 2/	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl. 2/	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl. 3/
15	\$8.35	749	\$6.25	1,793	\$5.60	3,572	\$5.00
20	8.50	748	6.35	1,796	5.70	3,579	5.10
30	8.65	746	6.45	1,799	5.80	3,587	5.20
40	8.80	745	6.55	1,802	5.90	3,560	5.25
50	8.95	744	6.65	1,806	6.00	3,535	5.30
60	9.10	742	6.75	1,794	6.05	3,538	5.35
70	9.25	741	6.85	1,782	6.10	3,542	5.40
80	9.40	740	6.95	1,771	6.15	3,546	5.45
90	9.60	735	7.05	1,760	6.20	3,550	5.50
100	9.75	734	7.15	1,749	6.25	3,553	5.55
110	9.90	733	7.25	1,739	6.30	3,557	5.60
120	10.00	736	7.35	1,729	6.35	3,560	5.65
130	10.10	738	7.45	1,719	6.40	3,564	5.70
140	10.20	741	7.55	1,710	6.45	3,567	5.75
150	10.30	743	7.65	1,700	6.50	3,570	5.80
160	10.40	746	7.75	1,704	6.60	3,547	5.85
170	10.50	743	7.80	1,719	6.70	3,524	5.90
180	10.60	741	7.85	1,734	6.80	3,501	5.95
190	10.70	739	7.90	1,748	6.90	3,479	6.00
200	10.85	738	8.00	1,751	7.00	3,487	6.10
220	11.00	737	8.10	1,767	7.15	3,470	6.20
240	11.20	737	8.25	1,771	7.30	3,453	6.30
260	11.40	742	8.45	1,764	7.45	3,437	6.40
280	11.60	746	8.65	1,758	7.60	3,449	6.55
300	11.85	747	8.85	1,752	7.75	3,459	6.70
320	12.10	749	9.05	1,747	7.90	3,469	6.85
340	12.35	750	9.25	1,742	8.05	3,479	7.00
360	12.60	751	9.45	1,736	8.20	3,489	7.15
380	12.85	752	9.65	1,732	8.35	3,474	7.25
400	13.05	752	9.80	1,746	8.55	3,440	7.35
420	13.30	749	9.95	1,750	8.70	3,426	7.45
440	13.55	746	10.10	1,753	8.85	3,413	7.55
460	13.80	743	10.25	1,757	9.00	3,401	7.65
480	14.05	745	10.45	1,752	9.15	3,411	7.80
500	14.30	745	10.65	1,747	9.30	3,420	7.95

Over 500 miles, apply rates in Table 4.

Note: The tariffs approved by the Interstate Commerce Commission include minimum weight provisions to insure that, in instances where the charges computed in one weight bracket exceed those computed for the same mileage in the next higher bracket, the lower rate is used. The breakpoint columns are designed as a convenience in determining the proper amount of reimbursement in such instances, as explained in the following footnotes.

- 1/ The rate per 100 pounds applicable for the transportation of 999 pounds net, or less, for the applicable mileage, column (a), is that shown in column (b), unless the net weight equals or exceeds the number of pounds shown in column (c), for the applicable mileage; in the latter case the applicable rate is that shown in column (d) for the same mileage, and the applicable weight is the minimum hundredweight of that column, instead of the actual weight of the goods transported.
- 2/ In the case of transportation of household goods weighing 1,000 to 1,999 or 2,000 to 3,999 pounds net, the amount of reimbursement is computed by using columns (d), (e), and (f) or (f), (g), and (h), in the same manner as described for columns (b), (c), and (d).
- 3/ In the case of transportation of household goods weighing 4,000 to 7,000 pounds net, the amount of reimbursement is the product of the applicable rate in column (h) for the applicable mileage, multiplied by the number of hundredweight transported.

TABLE 2

The following commuted rates per 100 pounds, subject to the 500-pound minimum weight allowance, apply to transportation of household goods and personal effects Eastward from the cities of origin to the cities of destination (including points within the specified radius), as given below.

POINT OF ORIGIN

POINT OF DESTINATION

Los Angeles, Cal.	Akron, Ohio	Kansas City, Mo.
Portland, Ore.	Atlanta, Ga.	Milwaukee, Wisc.
San Diego, Cal.	Baltimore, Md.	Minneapolis, Minn.
San Francisco, Cal.	Boston, Mass.	New York, N. Y.
Seattle, Wash.	Buffalo, N. Y.	Oklahoma City, Okla.
Spokane, Wash.	Chicago, Ill.	Omaha, Neb.
Tacoma, Wash.	Cincinnati, Ohio	Philadelphia, Pa.
	Cleveland, Ohio	Pittsburgh, Pa.
	Columbus, Ohio	Richmond, Va.*
	Dallas, Texas	Rochester, N. Y.
	Dayton, Ohio	St. Louis, Mo.
	Detroit, Mich.	St. Paul, Minn.
	Fort Worth, Tex.	Toledo, Ohio
	Houston, Tex.	Tulsa, Okla.
	Indianapolis, Ind.	Washington, D. C.

The radius for each of the foregoing cities is: 31 miles for San Francisco, 30 miles for Los Angeles, Chicago, and Philadelphia, and 25 miles for the other cities.

The rates in this table also apply to transportation originating in Detroit and any point in Macomb, Oakland, Washtenaw and Wayne counties, Michigan, where the destination is anywhere in the continental United States, excluding Alaska, beyond 500 miles. Where the destination is 500 miles or less, the rates in Table 3 for distances of 500 miles or less apply.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
501							
520	\$14.55	719	\$10.45	1,752	\$9.15	3,433	\$7.85
540	14.80	717	10.60	1,756	9.30	3,442	8.00
560	15.00	717	10.75	1,759	9.45	3,430	8.10
580	15.20	718	10.90	1,762	9.60	3,418	8.20
600	15.40	715	11.00	1,765	9.70	3,424	8.30
620	15.60	712	11.10	1,776	9.85	3,412	8.40
640	15.80	713	11.25	1,779	10.00	3,401	8.50
660	16.00	713	11.40	1,782	10.15	3,390	8.60
680	16.20	714	11.55	1,785	10.30	3,399	8.75
700	16.40	714	11.70	1,779	10.40	3,424	8.90
725	16.60	715	11.85	1,782	10.55	3,432	9.05
750	16.80	715	12.00	1,784	10.70	3,440	9.20
775	17.05	716	12.20	1,780	10.85	3,448	9.35
800	17.30	718	12.40	1,775	11.00	3,455	9.50
825	17.45	720	12.55	1,778	11.15	3,463	9.65
850	17.60	722	12.70	1,780	11.30	3,470	9.80
875	17.75	725	12.85	1,783	11.45	3,477	9.95
900	17.90	727	13.00	1,785	11.60	3,484	10.10
925	18.05	729	13.15	1,788	11.75	3,490	10.25
950	18.20	732	13.30	1,790	11.90	3,497	10.40
975	18.35	734	13.45	1,793	12.05	3,503	10.55
1000	18.50	736	13.60	1,795	12.20	3,509	10.70
1050	18.80	740	13.90	1,799	12.50	3,521	11.00
1100	19.10	744	14.20	1,804	12.80	3,532	11.30
1150	19.40	748	14.50	1,808	13.10	3,543	11.60
1200	19.70	752	14.80	1,812	13.40	3,553	11.90
1250	20.00	756	15.10	1,809	13.65	3,561	12.15
1300	20.30	759	15.40	1,806	13.90	3,569	12.40
1350	20.60	763	15.70	1,803	14.15	3,577	12.65
1400	20.90	766	16.00	1,801	14.40	3,584	12.90
1450	21.20	767	16.25	1,804	14.65	3,591	13.15
1500	21.50	768	16.50	1,807	14.90	3,598	13.40
1550	21.75	771	16.75	1,810	15.15	3,605	13.65
1600	22.00	773	17.00	1,813	15.40	3,611	13.90

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
1650	\$22.25	776	\$17.25	1,815	\$15.65	3,617	\$14.15
1700	22.50	778	17.50	1,818	15.90	3,623	14.40
1750	22.75	781	17.75	1,820	16.15	3,629	14.65
1800	23.00	783	18.00	1,823	16.40	3,635	14.90
1850	23.25	786	18.25	1,825	16.65	3,640	15.15
1900	23.50	788	18.50	1,828	16.90	3,646	15.40
1950	23.75	790	18.75	1,830	17.15	3,651	15.65
2000	24.00	792	19.00	1,832	17.40	3,656	15.90
2050	24.25	795	19.25	1,835	17.65	3,661	16.15
2100	24.50	797	19.50	1,832	17.85	3,665	16.35
2150	24.75	799	19.75	1,834	18.10	3,669	16.60
2200	25.00	801	20.00	1,831	18.30	3,673	16.80
2250	25.20	802	20.20	1,833	18.50	3,676	17.00
2300	25.40	804	20.40	1,834	18.70	3,680	17.20
2350	25.60	805	20.60	1,836	18.90	3,683	17.40
2400	25.80	807	20.80	1,837	19.10	3,687	17.60
2450	26.00	808	21.00	1,839	19.30	3,690	17.80
2500	26.20	810	21.20	1,840	19.50	3,693	18.00
2550	26.40	811	21.40	1,842	19.70	3,696	18.20
2600	26.60	813	21.60	1,843	19.90	3,699	18.40
2650	26.80	814	21.80	1,845	20.10	3,702	18.60
2700	27.00	815	22.00	1,846	20.30	3,705	18.80
2750	27.20	817	22.20	1,848	20.50	3,708	19.00
2800	27.40	818	22.40	1,849	20.70	3,711	19.20
2850	27.60	820	22.60	1,850	20.90	3,714	19.40
2900	27.80	821	22.80	1,852	21.10	3,716	19.60
2950	28.00	822	23.00	1,853	21.30	3,719	19.80
3000	28.20	823	23.20	1,854	21.50	3,722	20.00
3050	28.40	825	23.40	1,855	21.70	3,724	20.20
3100	28.60	826	23.60	1,857	21.90	3,727	20.40
3150	28.80	827	23.80	1,858	22.10	3,729	20.60
3200	29.00	828	24.00	1,859	22.30	3,732	20.80
3250	29.20	829	24.20	1,860	22.50	3,734	21.00
3300	29.40	831	24.40	1,861	22.70	3,736	21.20
3350	29.60	832	24.60	1,862	22.90	3,739	21.40
3400	29.80	833	24.80	1,864	23.10	3,741	21.60
3450	30.00	834	25.00	1,865	23.30	3,743	21.80
3500	30.20	835	25.20	1,866	23.50	3,745	22.00

- Notes: (1) Where the distance exceeds 3,500 miles, add 40 cents for each 100 miles or fraction thereof to the applicable rate for 3,500 miles.
- (2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in Table 1.

TABLE 3

The following rates per 100 pounds, subject to the 500-pound minimum weight allowance, apply to transportation of household goods and personal effects for 500 miles or less originating in Detroit and including any points in the counties of Macomb, Oakland, Washtenaw and Wayne, Michigan. Where the destination is more than 500 miles the rates in Table 2 apply.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
15	\$8.35	749	\$6.25	1,793	\$5.60	3,572	\$5.00
20	8.50	748	6.35	1,796	5.70	3,579	5.10
30	8.65	746	6.45	1,799	5.80	3,587	5.20
40	8.80	745	6.55	1,802	5.90	3,560	5.25
50	8.95	744	6.65	1,790	5.95	3,564	5.30
60	9.10	742	6.75	1,778	6.00	3,567	5.35
70	9.25	741	6.85	1,767	6.05	3,571	5.40
80	9.40	740	6.95	1,756	6.10	3,574	5.45
90	9.60	735	7.05	1,745	6.15	3,578	5.50
100	9.75	734	7.15	1,735	6.20	3,581	5.55
110	9.90	733	7.25	1,725	6.25	3,585	5.60
120	10.00	736	7.35	1,715	6.30	3,588	5.65
130	10.10	738	7.45	1,705	6.35	3,591	5.70
140	10.20	741	7.55	1,696	6.40	3,594	5.75
150	10.30	743	7.65	1,687	6.45	3,597	5.80
160	10.40	746	7.75	1,678	6.50	3,601	5.85
170	10.50	743	7.80	1,693	6.60	3,576	5.90
180	10.60	741	7.85	1,708	6.70	3,553	5.95
190	10.70	739	7.90	1,722	6.80	3,530	6.00
200	10.85	738	8.00	1,726	6.90	3,508	6.05
220	11.00	737	8.10	1,741	7.05	3,490	6.15
240	11.20	737	8.25	1,746	7.20	3,473	6.25
260	11.40	742	8.45	1,740	7.35	3,456	6.35
280	11.60	746	8.65	1,735	7.50	3,441	6.45
300	11.85	743	8.80	1,739	7.65	3,451	6.60
320	12.10	740	8.95	1,744	7.80	3,436	6.70
340	12.35	737	9.10	1,759	8.00	3,401	6.80
360	12.60	735	9.25	1,763	8.15	3,387	6.90
380	12.85	732	9.40	1,766	8.30	3,374	7.00
400	13.05	728	9.50	1,769	8.40	3,405	7.15
420	13.30	726	9.65	1,773	8.55	3,416	7.30
440	13.55	724	9.80	1,776	8.70	3,403	7.40
460	13.80	722	9.95	1,769	8.80	3,410	7.50
480	14.05	719	10.10	1,763	8.90	3,416	7.60
500	14.30	721	10.30	1,748	9.00	3,423	7.70

TABLE 4

The following commuted rates per 100 pounds, subject to the minimum weight provision in section 13(d), apply to transportation of household goods and personal effects originating at places within the continental United States, excluding Alaska, other than those in the areas described under Tables 1, 2 and 3. They also apply to transportation of more than 500 miles originating in the area described in Table 1.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
15	\$6.45	776	\$5.00	1,801	\$4.50	3,735	\$4.20
20	6.65	768	5.10	1,805	4.60	3,696	4.25
30	6.85	768	5.25	1,792	4.70	3,661	4.30
40	7.05	767	5.40	1,779	4.80	3,627	4.35
50	7.25	767	5.55	1,767	4.90	3,593	4.40
60	7.50	761	5.70	1,756	5.00	3,601	4.50
70	7.75	756	5.85	1,745	5.10	3,609	4.60
80	8.00	751	6.00	1,735	5.20	3,617	4.70
90	8.25	747	6.15	1,741	5.35	3,590	4.80
100	8.50	742	6.30	1,747	5.50	3,565	4.90
110	8.70	742	6.45	1,738	5.60	3,537	4.95
120	8.90	743	6.60	1,729	5.70	3,510	5.00
130	9.10	743	6.75	1,720	5.80	3,484	5.05
140	9.30	743	6.90	1,711	5.90	3,459	5.10
150	9.50	743	7.05	1,703	6.00	3,468	5.20
160	9.70	743	7.20	1,696	6.10	3,477	5.30
170	9.90	743	7.35	1,688	6.20	3,485	5.40
180	10.10	744	7.50	1,681	6.30	3,493	5.50
190	10.35	740	7.65	1,687	6.45	3,474	5.60
200	10.60	737	7.80	1,693	6.60	3,456	5.70
220	10.85	738	8.00	1,701	6.80	3,442	5.85
240	11.10	740	8.20	1,708	7.00	3,430	6.00
260	11.35	741	8.40	1,715	7.20	3,417	6.15
280	11.60	742	8.60	1,722	7.40	3,407	6.30
300	11.85	748	8.85	1,719	7.60	3,396	6.45
320	12.10	749	9.05	1,725	7.80	3,386	6.60
340	12.35	750	9.25	1,731	8.00	3,376	6.75
360	12.60	751	9.45	1,736	8.20	3,367	6.90
380	12.85	752	9.65	1,742	8.40	3,358	7.05
400	13.05	752	9.80	1,746	8.55	3,369	7.20
420	13.30	749	9.95	1,750	8.70	3,380	7.35
440	13.55	746	10.10	1,753	8.85	3,391	7.50
460	13.80	744	10.25	1,757	9.00	3,401	7.65
480	14.05	741	10.40	1,761	9.15	3,411	7.80
500	14.30	746	10.65	1,747	9.30	3,420	7.95

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
520	\$14.55	743	\$10.80	1,751	\$9.45	3,430	\$8.10
540	14.80	741	10.95	1,754	9.60	3,439	8.25
560	15.00	741	11.10	1,758	9.75	3,427	8.35
580	15.20	741	11.25	1,761	9.90	3,415	8.45
600	15.40	738	11.35	1,763	10.00	3,421	8.55
620	15.60	738	11.50	1,766	10.15	3,410	8.65
640	15.80	738	11.65	1,769	10.30	3,399	8.75
660	16.00	738	11.80	1,772	10.45	3,408	8.90
680	16.20	738	11.95	1,775	10.60	3,416	9.05
700	16.40	738	12.10	1,778	10.75	3,424	9.20
725	16.65	736	12.25	1,781	10.90	3,432	9.35
750	16.90	734	12.40	1,783	11.05	3,440	9.50
775	17.10	737	12.60	1,779	11.20	3,447	9.65
800	17.30	740	12.80	1,782	11.40	3,440	9.80
825	17.45	746	13.00	1,778	11.55	3,447	9.95
850	17.60	748	13.15	1,780	11.70	3,454	10.10
875	17.75	750	13.30	1,783	11.85	3,461	10.25
900	17.90	752	13.45	1,785	12.00	3,484	10.45
925	18.05	754	13.60	1,788	12.15	3,490	10.60
950	18.20	756	13.75	1,790	12.30	3,497	10.75
975	18.35	758	13.90	1,792	12.45	3,503	10.90
1000	18.50	760	14.05	1,795	12.60	3,509	11.05
1050	18.80	764	14.35	1,799	12.90	3,520	11.35
1100	19.10	771	14.70	1,804	13.25	3,533	11.70
1150	19.40	774	15.00	1,808	13.55	3,543	12.00
1200	19.70	778	15.30	1,811	13.85	3,553	12.30
1250	20.00	784	15.65	1,809	14.15	3,563	12.60
1300	20.30	787	15.95	1,807	14.40	3,570	12.85
1350	20.60	790	16.25	1,804	14.65	3,578	13.10
1400	20.90	793	16.55	1,802	14.90	3,585	13.35
1450	21.20	793	16.80	1,805	15.15	3,592	13.60
1500	21.50	794	17.05	1,813	15.45	3,587	13.85
1550	21.75	799	17.35	1,811	15.70	3,593	14.10
1600	22.00	801	17.60	1,813	15.95	3,612	14.40
1650	22.25	803	17.85	1,816	16.20	3,618	14.65
1700	22.50	805	18.10	1,818	16.45	3,624	14.90
1750	22.75	808	18.35	1,821	16.70	3,630	15.15
1800	23.00	810	18.60	1,829	17.00	3,636	15.45
1850	23.25	812	18.85	1,831	17.25	3,642	15.70
1900	23.50	816	19.15	1,828	17.50	3,647	15.95
1950	23.75	820	19.45	1,826	17.75	3,652	16.20
2000	24.00	822	19.70	1,828	18.00	3,656	16.45
2050	24.25	823	19.95	1,831	18.25	3,661	16.70
2100	24.50	825	20.20	1,827	18.45	3,676	16.95
2150	24.75	827	20.45	1,830	18.70	3,669	17.15

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Miles	999 Lbs. or less	Break Point (Lbs)	1,000 Lbs. to 1,999 Lbs. Incl.	Break Point (Lbs)	2,000 Lbs. to 3,999 Lbs. Incl.	Break Point (Lbs)	4,000 Lbs. to 7,000 Lbs. Incl.
2200	\$25.00	829	\$20.70	1,832	\$18.95	3,674	\$17.40
2250	25.20	830	20.90	1,833	19.15	3,677	17.60
2300	25.40	831	21.10	1,835	19.35	3,680	17.80
2350	25.60	833	21.30	1,836	19.55	3,684	18.00
2400	25.80	836	21.55	1,834	19.75	3,687	18.20
2450	26.00	837	21.75	1,835	19.95	3,690	18.40
2500	26.20	838	21.95	1,837	20.15	3,703	18.65
2550	26.40	840	22.15	1,838	20.35	3,706	18.85
2600	26.60	841	22.35	1,844	20.60	3,700	19.05
2650	26.80	842	22.55	1,846	20.80	3,703	19.25
2700	27.00	843	22.75	1,847	21.00	3,705	19.45
2750	27.20	844	22.95	1,848	21.20	3,708	19.65
2800	27.40	847	23.20	1,846	21.40	3,711	19.85
2850	27.60	849	23.40	1,847	21.60	3,714	20.05
2900	27.80	851	23.65	1,844	21.80	3,725	20.30
2950	28.00	852	23.85	1,846	22.00	3,728	20.50
3000	28.20	854	24.05	1,851	22.25	3,731	20.75
3050	28.40	855	24.25	1,856	22.50	3,725	20.95
3100	28.60	856	24.45	1,858	22.70	3,728	21.15
3150	28.80	858	24.70	1,855	22.90	3,730	21.35
3200	29.00	859	24.90	1,856	23.10	3,732	21.55
3250	29.20	860	25.10	1,861	23.35	3,727	21.75
3300	29.40	861	25.30	1,862	23.55	3,729	21.95
3350	29.60	862	25.50	1,863	23.75	3,740	22.20
3400	29.80	863	25.70	1,865	23.95	3,742	22.40
3450	30.00	866	25.95	1,862	24.15	3,744	22.60
3500	30.20	867	26.15	1,863	24.35	3,746	22.80

Notes: (1) Where the distance exceeds 3,500 miles, add 40 cents for each 100 miles or fraction thereof to the applicable rate for 3,500 miles.

(2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in Table 1.

ADDITIONAL ALLOWANCES

FERRY AND BRIDGE SERVICE: To the amount of reimbursement computed from Table 1, 2, 3, or 4, whichever applies, add the following applicable amount per hundred pounds for shipments by common carrier via the points listed below, subject to a minimum weight allowance of 500 pounds except that a 1,000-pound minimum weight allowance shall apply to shipments to or from Fishers Island, New York:

CALIFORNIA: San Diego - Coronado

\$0.25

MASSACHUSETTS:

To or from Martha's Vineyard	\$3.50
To or from Nantucket Island	5.50

MICHIGAN: Mackinaw City - St. Ignace 0.25

NEW YORK: To or from Fishers Island 5.00

VIRGINIA: Norfolk (Little Creek) - Kiptopeke Beach 0.15

WASHINGTON:

Anacortes - San Juan Islands	1.00
Columbia Beach - Mukilteo	0.55
Edmonds - Kingston	0.55
Fauntleroy - Vashon-Harper	0.55
Lofall - South Point	0.55
Maryhill, Wash. - Biggs or Grant, Ore.	0.10
Seattle - Winslow	0.55
Tacoma - Vashon Island	0.55

NOTE: For shipment by common carrier having its origin or destination on any other island of one of the coastal States, excluding Alaska, that can be reached by motor carrier transportation only by use of ferry or ship the rate shall be \$5.00 per hundred pounds on the basis of the actual weight.

METROPOLITAN AREAS: To the amount computed from Table 1, 2, 3 or 4, whichever applies, add (a) 50 cents per hundred pounds for each shipment by common carrier originating or terminating, or both, in one of the areas described below, or (b) add \$1.00 per hundred pounds for each shipment by common carrier originating in one of such areas and terminating in another of such areas. The 500 pound minimum weight allowance applies.

ILLINOIS: Cook, Lake and DuPage counties; any point in Kane and McHenry counties bounded by State Highway 31 on the west; any point in Will County bounded by U. S. Highway 30 on the west and south; including corporate limits of points on the specified highways.

INDIANA: Gary, and Lake County, which shall be considered as a part of the Illinois area described above.

MICHIGAN: Monroe County, which shall be considered as a part of the Toledo, Ohio, area.

MINNESOTA: Duluth, and St. Louis County.

NEW YORK: New York City, and Nassau, Suffolk and Westchester counties.

OHIO: Belmont County, which shall be considered as a part of the Wheeling, W. Va. area.
Cleveland, and Cuyahoga County.
Lake and Lorain counties.
Toledo, and Lucas County, and that part of Wood County north of U. S. Highway 20 and State Highway 65.

PENNSYLVANIA: Philadelphia, and Bucks, Chester, Delaware, Lehigh, Northampton, Montgomery and Philadelphia counties.
Pittsburgh, and Allegheny County.

WEST VIRGINIA: Wheeling, and Brooke, Marshall, Ohio and Wetzel counties.

WISCONSIN: Superior, and Douglas County, which shall be considered as a part of the Duluth, Minn., area.

Section 2 - Temporary Storage Rates

The applicable commuted rate per 100 pounds shall be determined from the following table upon the bases of the weight of the household goods and personal effects (not to exceed the maximum weight allowance prescribed in section 6) and the location of the warehouse in which they were stored. However, as provided in section 13(e), the amount of reimbursement shall not exceed the amount actually paid by the employee for the storage in question.

Weight (Lbs)	RATES PER HUNDRED POUNDS FOR STORAGE UP TO 30 DAYS ^{1/}			
	Area A	Area B	Area C	Area D
999 or less ^{2/}	\$5.65	\$4.60	\$2.90	\$2.70
1000 to 1999	4.20	3.45	2.90	2.70
2000 to 3999	3.70	2.95	2.90	2.70
4000 to 7000	3.40	2.70	2.90	2.70

^{1/} Add 60 cents per 100 pounds to above rates if storage period is from 31 to 60 days.

^{2/} 500 pound minimum allowance applies.

Area A:

Connecticut, New Jersey, Rhode Island and Washington.

California: The City and County of San Francisco, and Alameda, Contra Costa, Marin, San Mateo and Santa Clara counties.

Delaware: Wilmington, and New Castle County.

Illinois: Chicago, and Cook, Lake and DuPage counties; any point in McHenry and Kane counties bounded by State Highway 31 on the west; any point in Will County bounded by U. S. Highway 30 on the west and south; including corporate limits of points on the specified highways; and the counties of Calhoun, Madison, Monroe, and St. Clair.

Indiana: Gary, and Lake County.

Massachusetts: Essex, Middlesex, Norfolk, Suffolk and Worcester counties.

Minnesota: Carlton, Cook, Hennepin, Lake, Ramsey and St. Louis counties.

Missouri: St. Louis, and the counties of Jefferson, St. Charles and St. Louis.

New York: New York City, and the counties of Erie, Monroe, Nassau, Niagara, Suffolk and Westchester.

Ohio: Clark, Cuyahoga, Mahoning, Montgomery and Trumbull counties.

Pennsylvania: Philadelphia, and the counties of Bucks, Chester, Delaware, Lawrence, Lehigh, Northampton, Montgomery and Philadelphia; Pittsburgh, and the counties of Allegheny, Fayette and Lackawana.
Harrisburg and Steelton, and the counties of Dauphin, Lebanon and Cumberland.

West Virginia: Wheeling, and Ohio County.

Wisconsin: Milwaukee, and Milwaukee County.
Superior, and Douglas County.

Area B:

Arizona, Colorado, District of Columbia, Idaho, Michigan, Montana, Nebraska, Nevada, New Mexico, Oregon, Utah and Wyoming.

California: Any point except the part described in Area A.

Florida: Broward, Dade and Palm Beach counties.

Illinois: Champaign and Rock Island counties.

Indiana: Indianapolis, and the counties of Marion and Dearborn.

Iowa: Black Hawk, Johnson, Linn, Polk and Scott counties.

Kentucky: Boone, Campbell and Kenton counties.

Maine: Aroostook, Cumberland, Kennebec, Penobscot and York counties.

Maryland: Montgomery and Prince Georges counties.

Missouri: Kansas City, and the counties of Cass, Clay, Jackson and Platte.

New York: Any point except the part described in Area A.

Ohio: Cincinnati, and the counties of Butler, Clermont, and Hamilton.

Texas: El Paso, and any point within a radius of 25 miles from it.

Virginia: Alexandria and Falls Church, and the counties of Arlington and Fairfax.

Area C:

Pennsylvania: Erie County.

Area D: Any point not in preceding areas.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 84

Voting Leave With Pay

I PURPOSE

The purpose of this Circular is to furnish (1) the President's policy with regard to excusing employees for voting or registering to vote, and (2) the Department regulations pertaining to the granting of voting leave.

II POLICY

A The President's policy as expressed in a memorandum signed by Timothy J. Reardon, Jr., Special Assistant to the President, is given on the reverse of page 3 of this Circular.

B It is the policy of the Department of Agriculture that all employees be afforded the opportunities expressed in the message from the White House and to excuse employees for a reasonable time for voting or to register in any election or in referendums on a civic matter in their community insofar as practicable without interfering seriously with operations, without a charge to annual leave.

III GUIDES FOR GRANTING VOTING LEAVE

A General

1 As a general rule, where polls are not open at least three hours before or after an employee's regular hours of work, he may be granted an amount of excused leave (official leave with pay) which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

2 Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

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(III A)

3 If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off to make the trip to the voting place to cast his ballot. If more than one day is required, a liberal policy shall be followed in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave, if available, or leave without pay.

4 Time off to register, if registration is required to be in person, may be granted on substantially the same basis as for voting, except that no time off shall be granted if registration can be accomplished on a nonwork day and the place of registration is within reasonable one-day, round trip travel distance of the employee's place of residence.

B Washington, D. C. Employees. Voting leave may be granted to employees who work in the Washington, D. C. Metropolitan Area and who reside in one of the political subdivisions listed below as follows:

<u>Political Subdivision</u>	<u>Poll Hours</u>	<u>Where Hours of Duty are 9-5:30</u>	<u>Where Hours of Duty are 8-4:30</u>
Arlington County	Election Day-6:00 a.m. to 7:00 p.m. Primary-6:00 a.m. to 7:00 p.m.	None None	1 hour 1 hour
Fairfax County	Election Day-6:00 a.m. to 7:00 p.m. Primary-6:00 a.m. to 7:00 p.m.	None None	1 hour 1 hour
Alexandria	Local Election-6:00 a.m. to 7:00 p.m.	None	1 hour
Montgomery County	7:00 a.m. to 7:00 p.m.	1 hour	1 hour
Prince Georges County	7:00 a.m. to 7:00 p.m.	1 hour	1 hour

Where justified by exceptional circumstances, additional time may be granted in accordance with paragraph III A 2 above.

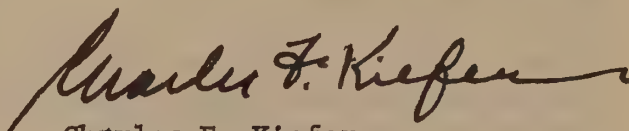
Information as to voting time permitted for other political subdivisions in which employees headquartered in the Washington, D. C. Metropolitan Area live, may be obtained from the Division of Personnel.

(III)

C Field Employees. Officers in Charge of field offices shall obtain information about the hours during which polls are open in political subdivisions in which their employees reside, and may grant voting leave upon request of the employees concerned in accordance with the policies outlined herein.

IV REPORTS

Voting leave shall be reported by use of the abbreviation "V" on the Time and Attendance reports in the "Other" column. Enter complete information, including dates and hours, in the "Remarks" column. No charge is to be made against the annual leave accrual for the official voting leave.



Charles F. Kiefer
Executive Director
Management Operations Staff

Voting Leave With Pay

"The President wishes to continue in effect the policy established since 1953 of facilitating voting by Federal employees by excusing employees for reasonable time to vote or to register to vote.

"The policy contained in the October 17, 1960 memorandum to the heads of executive departments and agencies from the Special Assistant to the President for Personnel Management, therefore, is continued in effect.

"In addition, it is desired that Federal activities cooperate with local authorities and non-partisan citizens groups in programs to facilitate registration and payment of poll taxes.

"Such cooperation may include publicity among employees concerning the deadlines and locations for registration and for payment of poll taxes, provision of space on Federal installations for persons authorized to handle registration and payment of poll taxes, and other measures which will not result in undue disruption of the public business and which are voluntary in nature."

/s/ T. J. Reardon, Jr.

Timothy J. Reardon, Jr.
Special Assistant to the President

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 85

General Authorization - Travel and Travel Allowances

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 85

General Authorization - Travel and Travel Allowances

I PURPOSE

This Circular establishes and sets forth the following:

- A Agricultural Economics policy for determining travel allowances.
- B Authority to authorize, direct, and approve official travel.
- C Authority to establish or adjust per diem and mileage rates.
- D Per diem, mileage, and other travel allowances applicable to travelers of ERS, SRS, SEG, and MOS.

II GENERAL

- A Agricultural Economics Circular Nos. 42, 63, and 67, are hereby canceled.
- B Any portions of Agricultural Economics Circulars No. 6 and No. 22 which conflict with the provisions of this Circular are superseded by this Circular (including Exhibit B, dated 6/15/61, AMS Instruction 106-2).
- C Conflicting provisions of any other existing instructions or procedures applicable to Agricultural Economics are superseded by this Circular.
- D Exhibits C attached to Agricultural Economics Circular No. 6 are hereby canceled.
- E New exhibits, where required by the provisions of this Circular, are attached hereto and are numbered separately, prefixed by the letter "T" (TRAVEL). On the exhibits the term "Washington" is applicable to employees stationed in Washington, D. C., and the related metropolitan area; and the term "Field" is applicable to employees stationed outside of Washington, D. C. (including College Park, Md.).

(II)

F As used in this Circular, "within the continental United States" means the former 48 States and the District of Columbia; "Outside the continental United States" refers to all other States, countries, territories, etc.

III APPLICABILITY AND EFFECTIVE DATE

Per diem and mileage rates set forth in this Circular shall be uniformly applicable to all employees of ERS, SRS, SEG, and MOS traveling on official business, including consultants or experts employed intermittently and receiving compensation (WAE). The rates and other provisions set forth in this Circular become effective as of March 1, 1962. (Rates and provisions in this Circular which were originally set forth in Agricultural Economics Circular No. 63 were effective December 26, 1961.)

IV AGRICULTURAL ECONOMICS POLICY

A The provisions of this Circular are designed to provide as nearly uniform and equitable per diem and mileage rates as practicable for like conditions of travel and to reimburse employees of Agricultural Economics for their reasonable and necessary subsistence expenses. Increased effort shall be made in programming work involving travel toward getting the most out of our travel dollars. Both authorizing officials and travelers are urged to do their part to improve the management of travel within the divisions of Agricultural Economics. All possible economies should be considered, such as, better scheduling of work and appointments, elimination of duplication of effort, the use of coach accommodations on trains and planes when feasible, and other appropriate measures.

B To assure, insofar as practicable, that per diem allowances prescribed herein continue to reimburse employees for their reasonable and necessary subsistence expenses, periodic comparisons of travelers' actual subsistence costs with per diem allowances will be made and the results reported to the Executive Director, MOS.

V AUTHORITY TO AUTHORIZE, DIRECT AND APPROVE OFFICIAL TRAVEL

Authorities relative to the Staff Economists Group are set forth in Agricultural Economics Circular No. 69.

(V)

A Authority of the Administrators and Executive Director, MOS.

1 The Secretary of Agriculture has assigned to the Director of Agricultural Economics various functions necessary to carry out official travel relative to authorized programs of the Department. The Administrators of ERS and SRS, as heads of agencies, and the Executive Director, MOS, are delegated by the Director of Agricultural Economics the authorities incident to carrying out the assigned functions, except where authorizations or approvals above ERS, SRS and MOS levels are required by Departmental Regulations. Except for authorities delegated only to the respective Administrator, or the Executive Director, MOS, see sub-paragraph 2, immediately following, and paragraph V B, the Administrators and the Executive Director, MOS, may delegate their authority to subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrators of ERS and SRS and the Executive Director, MOS. They may not be redelegated, but in the absence of the respective Administrator or the Executive Director, MOS, authorities may be exercised by the respective Acting Administrator, or the Acting Executive Director, MOS.

a Approval of superior accommodations for security purposes when a standard lower berth is available.

b Approval of allowances for per diem in lieu of subsistence or actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

c Approval of deviation from fixed, uniform per diem rates set forth in this Circular, where such deviation is allowable under Departmental Regulations.

B Special Authority Delegated to the Executive Director, MOS.
The authorities listed below are delegated by the Administrators of ERS and SRS only to the Executive Director, MOS.

1 The authority to approve foreign travel and secure related necessary clearances and approvals from the Department, or other agencies of the Department.

(V B)

2 The authority to approve attendance at national meetings, meetings of international organizations or groups, held in the United States or elsewhere, and foreign meetings. (See also Agricultural Economics Circular No. 36.)

3 The authority to approve all travel to be performed on an actual subsistence expense basis and secure the required concurrence of the Director of Finance.

C Delegation and Redelegation of Authority to Authorize, Direct, and Approve all Other Official Travel. The officials covered by the delegations and redelegations below are authorized (1) to travel and incur necessary expenses of travel and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and all related existing instructions applicable to Agricultural Economics. Assistants of these officials are authorized to travel and incur necessary travel expenses as directed by such officials.

1 The authority to authorize, direct, and approve official travel (other than in paragraphs A and B above) within Agricultural Economics is delegated by the respective Administrator, or Executive Director, MOS, under Agricultural Economics Circular No. 6, as amended by Agricultural Economics Circular No. 22, to the following officials of Agricultural Economics as appropriate:

a Deputy Administrators

b Division Directors and Heads of Staff Offices

2 Redelegations of this authority have been made to officials designated in Exhibits A, attached to Agricultural Economics Circular No. 6, applicable to the organizational segments of ERS, SRS and MOS.

VI AUTHORITY TO ESTABLISH OR ADJUST PER DIEM AND MILEAGE RATES WITHIN PRESCRIBED MAXIMUMS AND METHOD FOR ACCOMPLISHING THESE ACTIONS

Only the officials listed in Section V C 1 above are authorized to establish or adjust per diem and mileage rates within any maximum rates prescribed by this Circular. (This authority does not apply to types of travel for which fixed, uniform rates are prescribed by this Circular.)

(VI)

The instrument for establishing (or subsequently adjusting) per diem and mileage rates at less than a prescribed maximum rate, shall be an exhibit prepared by a division or staff office in the format of Exhibit T. The exhibit or revisions thereof shall be submitted by memorandum from the division or staff office to the Division of Budget and Finance (DBF), setting forth clearly the special rates prescribed by the division or staff office, with proper justification for revisions of an exhibit. After review and numbering by DBF, the exhibit or revisions thereof shall be made a part of this Circular.

VII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Circular together with Agricultural Economics Circular No. 22 constitute the authorizations under which all travel within the limits designated therein shall be performed. When travel is performed under these authorizations, cite on the travel voucher both "A.E. Circular No. 22 and A.E. Circular No. 85" and the respective dates of same. When travel is performed under Form AD-202, or any other special authorization, cite that authorization as the authority. (See Section XVII of this Circular for types of travel requiring issuance of AD-202.)

VIII PER DIEM ALLOWANCES - WITHIN THE CONTINENTAL UNITED STATES 1/

A General.

1. No Per Diem is allowable after 60 days at any one place at any one time unless specifically authorized by a division director or administrative officer, as delegated.

2. Per Diem Rate of \$16. A per diem rate of \$16, or other deviation from fixed, uniform per diem rates set forth in this Circular, is allowable only upon approval by the respective Administrator or the Executive Director, MOS, of an individual trip authorization, AD-202. The AD-202 must have a justification statement attached, signed by the traveler's authorizing official setting forth the unusual cost factors involved.

1/ The continental United States in this Circular means the former 48 States and the District of Columbia.

(VIII A)

3 Continuous travel of 24 hours or less - see Section X B for related rules and rates.

B Washington Employees. Travelers from Washington, D. C., to all locations within the continental United States - \$14 while traveling and for the first 15 calendar days at any one place at any one time. Thereafter, for a continuous stay at the same place, the per diem rate will be reduced from \$14 to \$12 per day.

C Field Employees.

1 Out-of-State Travel - All Employees.

a To Washington, D. C. Travel to Washington, D. C., shall be at the rate of \$14 while traveling and for the first 15 calendar days in Washington, D. C. Thereafter, for a continuous stay at that city, the per diem rate will be reduced from \$14 to \$12 per day.

b Other than to Washington, D. C. Per diem rates shall either be as set forth in blanket authorizations issued by a division or staff office in the form of an Exhibit T to be attached to this Circular - or by individual trip authorizations, AD-202 - such rates not to exceed \$14 per day. For field employees whose usual pattern of travel during a year involves trips to locations outside of the State where they are headquartered, the division could establish a uniform, fixed rate for both inter- and intra-State travel - within the maximum \$14 per day.

2 Intra-State Travel.

a Regular employees whose usual travel pattern during a year is wholly within the State, or assigned area, where they are headquartered - \$12 per day while traveling and for the first 15 calendar days at any one place at any one time. Thereafter, for a continuous stay at the same place, the per diem rate will be reduced from \$12 to \$10 per day.

(VIII C 2)

b WAE employees whose usual travel pattern during a year is wholly within the State, or assigned area, where they are headquartered - per diem to be allowed in accordance with rates prescribed by a division or staff office in blanket authorizations in the form of an Exhibit T attached to this Circular - not to exceed \$12 per day.

IX PER DIEM ALLOWANCES - OUTSIDE THE CONTINENTAL UNITED STATES 1/

A General.

1 No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by a division director or administrative officer, as delegated.

2 Continuous travel of 24 hours or less - see Section X B for related rules and rates.

B Maximum Per Diem Rates Within a Locality. Per diem for travel within a locality outside the limits of the continental United States shall not exceed the maximum rates prescribed in Section 6.2b of the Standardized Government Travel Regulations 2/ - except that actual subsistence expenses may also be authorized for travel outside the continental United States, up to \$10 in excess of the normal per diem allowance established for the area involved.

C Per Diem Rates Between Localities. Per diem rates for travel between the continental United States and a locality beyond, or between such localities, shall be in accordance with the provisions of the Standardized Government Travel Regulations (Section 6.2c).

X PER DIEM FOR SPECIAL CIRCUMSTANCES

The following rates are uniformly applicable to ERS, SRS, MOS and SEG.

1/ "Outside the continental United States" refers to all locations other than the former 48 States and the District of Columbia.

2/ These rates are listed in 7 AR 550.4 Exhibit 8 - Administrative Regulations, USDA.

(X)

A Transfer of Official Station. The prescribed rate of per diem for travel to effect a transfer of official station within the continental United States is \$16. The rates applicable to transfers to or from points outside the continental U. S. (and also between points outside the continental U. S.) are governed by SGTR, Section 6.2c.

B Per Diem for Continuous Travel of 24 Hours or Less.

1 General. The following provisions apply to travel outside the limits of the continental United States as well as to travel within the continental United States:

a In computing per diem for continuous travel of 24 hours or less, the travel period will be regarded as commencing with the beginning of the travel and ending with its completion. For each 6-hour portion of the period, or fraction of such portion, one-fourth of the per diem for a calendar day will be allowed, provided that no per diem will be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6 a.m. or terminates after 8 p.m.

b When effecting a permanent transfer of official station, an employee will be allowed per diem for travel time extending for 24 hours or less on the basis of one-fourth of the per diem for a calendar day for each 6-hour portion of the travel period or fraction thereof. At least one-fourth day's per diem shall be allowed regardless of the minimum length of travel time involved or the hour at which the travel began or ended.

c See paragraph D of this Section for special provisions covering less than one calendar day's travel performed by persons serving without compensation (WOC).

2 Rates for Travel Within the Limits of the Continental United States. The prescribed rate of per diem shall be \$8, except as provided below:

a When lodging costs are incurred, per diem shall be at the rate of \$14.

(X B 2)

b When the travel is for the purpose of effecting a transfer of official station, a \$16 rate is prescribed.

3 Rates for Travel Outside the Limits of the Continental United States. The prescribed rate of per diem shall be the rate in effect in the locality in which the travel is performed. For travel between localities, or to and from the continental United States, the rates in SGTR, Section 6.2c are applicable. These provisions include changes of official station.

C Per Diem for Persons Traveling to Emergency Relocation Sites. A uniform per diem allowance of \$9.60 is prescribed for official travel to National headquarters emergency relocation sites when quarters are furnished by the Government. A per diem of \$16 shall be authorized when quarters are not furnished by the Government.

D Per Diem for Persons Serving Without Compensation (WOC) Including Members of Public Advisory Committees.

1 Persons serving without compensation should be authorized a per diem allowance of \$16 per day unless the particular circumstances warrant a lesser rate. This rate applies to such persons when traveling within the limits of the continental United States. For travel beyond the continental United States, these persons shall be authorized the maximum established rates for the areas involved unless unusual circumstances warrant a lesser rate.

2 In all cases, one full day's per diem shall be authorized for any calendar day over half of which is spent away from the traveler's home or place of business. For periods of 12 hours or less in one calendar day, one half day's per diem shall be authorized.

E For Attendance at Interagency Meetings. The maximum per diem rate for attendance at formally organized interagency regional or national meetings called or sponsored by agencies of the Department shall be at the rate established by the officials arranging the meeting, but not in excess of \$16 per day.

(X)

F Employees Selected for Training Under Public Law 85-507,
Government Employees Training Act.

1 For Long-Term Training - One or More Semesters (or Quarters):

a Mileage allowances, as applicable, at the rates prescribed in Section XII of this Circular and a fixed, uniform per diem rate of \$14 shall be allowed for travel from official station to the training facility and return to official station.

b A per diem rate, while in training, to be established by the official authorized to approve the training, to be commensurate with the particular training facility's charges for room and board, plus an equitable amount for daily incidental expense. This rate to be set forth in AD-202, Authorization - Travel, which is required to be issued for long-term training.

c The official authorized to approve the training should consider, in lieu of the per diem in sub-paragraph b above, authorizing the cost of transportation of the trainee's immediate family and transportation and temporary storage of household goods and personal effects, when such cost will be less than the total per diem expense based on the factors set forth in sub-paragraph b above.

2 For Short-Term Training - Less than a Semester (or Quarter):

a For travel from official station to the training facility and return to official station, the same rates will apply as in Section X F 1 a above.

b While at the training facility, per diem at the rate of \$14 will apply except as follows:

(1) When meals and/or lodging are included in fees, deduct two-fifths of the prescribed per diem rate for lodging, one-tenth for breakfast or lunch, and one-fifth for dinner.

(X F 2 b)

(2) When meals and/or lodging are furnished at nominal cost by the training facility, allow per diem on the basis of actual cost of the meals and lodging plus one-fifth of the prescribed per diem rate. For each meal or night's lodging not furnished, allow additional per diem in the fractional parts listed in (1) above. The total allowance shall not exceed the amount allowable at prescribed rates.

c When circumstances warrant, allowance of actual subsistence expenses may be authorized.

G Locations Where Different Per Diem Rates Apply. If a trip involves visits to cities or locations within the continental United States, for which different per diem rates apply, the rate applicable to the city or location to which travel is being made will become effective at the beginning of the quarter of the day following the quarter in which departure from another city occurs.

H Witnesses At Department Hearings. The per diem rate of \$12 shall be allowed an employee summoned to serve as a witness at a hearing held by the Department within the continental United States or at the maximum rates prescribed in SGTR for outside the continental United States.

I During Periods of Illness or Injury While in Travel Status.

1 When a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury, not due to his own misconduct, the prescribed per diem allowance, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence, unless in exceptional cases where unusual circumstances warrant, a longer period is approved by the respective Administrator or Executive Director, MOS. Illness or injury as used in this paragraph means an illness or injury which incapacitates the employee and requires relief, treatment, or medical attention. It does not include prearranged or planned medical treatment or examination, or instances where treatment can be postponed without undue hardships to the traveler.

(X I)

2 Per diem enroute and transportation to the employee's official post of duty shall be allowed whenever the employee becomes incapacitated due to illness or injury, not due to his own misconduct, while enroute to or while at temporary duty station prior to completion of his temporary duty assignment, when properly authorized or approved.

J Certain New Appointees and Student Trainees. Persons when appointed, and student trainees when promoted upon completion of college work, to certain positions in the United States (i.e., the 50 States and the District of Columbia) in which the Civil Service Commission determines a manpower shortage exists, may be allowed per diem under the provisions of Public Law 86-587 for travel from their places of actual residence at the time of selection or promotion to their first permanent duty stations. The authorizing official shall determine and set forth the rate of per diem, not to exceed \$14 per day, in the required AD-202 covering such travel.

XI ACTUAL SUBSISTENCE EXPENSE BASIS

A General. In exceptional circumstances, where the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of the traveler, there may be authorized payment of actual subsistence expenses on specific travel assignments. Generally, Department of Agriculture employees are expected to travel on a per diem basis.

B Allowance Within the Continental United States. The maximum actual subsistence allowance within the continental United States is \$30 per calendar day, or fraction of a day. The specific allowances authorized for a particular trip, within the maximum allowances, shall be shown on the related AD-202, Authorization - Travel, required to be issued for travel reimbursable on an actual expense basis.

C Allowance Outside the Continental United States. An allowance may be authorized up to \$10 in excess of the normal per diem allowance established for the area involved. (See also Section IX A of this Circular.)

XII MILEAGE ALLOWANCES WITHIN THE CONTINENTAL UNITED STATES 1/

A Travel by Privately Owned Automobile, Advantageous to the Government. A fixed, uniform rate of nine cents per mile, plus the parking fees, road tolls, etc., set forth in Section XIV, shall be allowed for travel within the continental United States by privately owned automobile when such mode of travel is determined to be advantageous to the Government. Only the Director of Finance may approve exceptions to the nine cents rate, where exceptional circumstances are involved.

B Travel by Privately Owned Automobile by Personal Preference. A fixed, uniform rate of six cents per mile shall be allowed for travel by privately owned automobile when the traveler prefers to use his own automobile in lieu of common carrier. This mileage rate is to be in lieu of all other transportation costs, including parking fees, ferry fares, and bridge, road, and tunnel tolls. Generally, travel at the six cent rate is subject to the following additional limitations:

1 Per diem should be limited to that which would have been allowed had travel been performed by train. Of course, if departure by automobile from official station, or place of abode, is after the scheduled train departure time and return to official station, or place of abode, is before the scheduled train arrival time, per diem for either circumstance is allowable on the basis of actual time of departure or arrival by automobile.

2 Leave must be charged for travel time during normal working hours in excess of that which would have been incurred had travel been performed by train.

3 Whenever automobile travel at the personal preference rate is combined with air travel on the same trip, the limitations in subparagraphs 1 and 2 immediately above should be based on comparable air travel time for the entire trip.

1/ The continental United States in this Circular means the former 48 States and the District of Columbia.

(XII)

C Witnesses at Department Hearings. The mileage rate of ten cents shall be allowed for travel by an employee to attend a Department hearing as a witness on behalf of the United States, when travel is by privately owned automobile. In addition to the ten cents per mile, the parking fees, road tolls, etc., set forth in Section XIV shall be allowed.

D Other Privately Owned Vehicles. Maximum mileage rates for privately owned vehicles, other than automobiles (motorcycles, airplanes, etc.) shall be as prescribed in Section 3.5b (1) of the Standardized Government Travel Regulations. Rates for any trip making use of such vehicles shall be set forth in the related individual authorization AD-202.

XIII MILEAGE ALLOWANCES - OUTSIDE THE CONTINENTAL UNITED STATES 1/

The maximum mileage rate which may be authorized is 12 cents, where circumstances warrant rates higher than provided for within the continental United States. In addition to the mileage rate authorized, parking fees, road tolls, etc., set forth in Section XIV shall be allowed. Each division or office, as applicable, shall determine the mileage rates for its travelers, except for witnesses at Department hearings, who shall be allowed the 12 cent maximum rate. The rates for other than travel of witnesses must be set forth in an Exhibit T of this Circular or in individual AD-202's.

XIV PARKING FEES, ROAD TOLLS, ETC.

Reimbursement for parking fees shall be allowed in connection with use of privately owned automobiles on official business when the use of privately owned automobile has been determined advantageous to the Government. The actual cost of parking fees is an allowable expense for Agricultural Economics travelers effective August 14, 1961. In addition to parking fees, reimbursement for the cost of ferry fares, and bridge, road and tunnel tolls shall be allowed when use of privately owned automobile has been determined advantageous to the Government. All of the fees, tolls, etc., set forth in this Section are allowable for travel covered by Sections XII A; XII C; and XIII. Similar allowable costs for travel by automobile to and from terminals are covered in Section XVI.

1/ "Outside the continental United States" refers to all locations other than the former 48 States and the District of Columbia.

XV SUBSISTENCE FURNISHED

A Subsistence Furnished Under the Government Employees Training Act.

1 When an Employee Is in Travel Status. Per diem rates shall be established in accordance with the provisions of Section X F 1 and 2.

2 When the Employee Is at His Official Station. An employee attending a training course at his official station, who is required to "live in," may be allowed the cost of his room and meals.

B Subsistence Furnished by a Government Agency.

1 When Furnished Without Charge. When meals and/or lodging are furnished without charge by a Government agency, deduction from the authorized per diem rate shall be made as follows:

- a Two-fifths for lodging.
- b One-tenth for breakfast or lunch.
- c One-fifth for dinner.

2 When Furnished at Nominal Cost. When meals and/or lodging are furnished at nominal cost by a Government agency, per diem shall be allowed on the basis of actual cost of the meals and lodging plus one-fifth of the prescribed per diem rate. For each meal or night's lodging not furnished, allow additional per diem in the fractional parts listed in sub-paragraph 1 above. The total allowance shall not exceed the amount allowable at prescribed rates.

C Meals Included in Registration Fee Paid for Attendance at a Meeting.

1 When the Employee Is in Travel Status. The same deductions as provided in sub-paragraphs B 1 b and c, above, shall be made for meals included without additional cost in registration fees paid for attendance at meetings and for which the employee claims reimbursement.

(XV C)

2 When the Employee Is at His Official Station. No deduction shall be made from the reimbursement to the employee for the cost of a meal included without additional cost in a registration fee paid for attendance at a meeting held at the employee's official station. (If the charge for a meal is in addition to the registration fee, reimbursement shall be made only for the amount applicable to the fee.)

XVI TRANSPORTATION TO AND FROM TERMINAL

A Round Trip Mileage in Lieu of Taxicab. The rate of ten cents per mile shall be allowed for the round-trip mileage of a privately owned automobile used in lieu of a taxi between home, place of business, or other point of departure or arrival, and a terminal, not in excess of allowable one-way taxi fare plus tip, the maximum amount allowable being \$6.60; see SGTR, Section 3.1b and 3.5b (1). An amount in excess of \$6.60 may be approved, when advantageous to the Government, by the officials listed in Section V C 1.

In addition to this authorized 10 cents per mile (under Sections 3.5b (1) and 3.1b of the Standardized Government Travel Regulations) travelers are authorized actual cost of ferry fares, and bridge, road, and tunnel toll charges. Total claimed may not exceed cost of taxicab services to or from terminal. When mileage is claimed in lieu of taxicab, the travel voucher must contain a statement that "travel by privately owned vehicle, including toll charges, is not in excess of taxi fare to or from such terminal." (See Section 3.5b (1), SGTR)

B One-Way Mileage at Beginning and Ending of Trip in Lieu of Taxicabs. When the traveler elects to drive a privately owned automobile to the terminal and park the car at the terminal, or other parking area, while on official travel, he is authorized 10 cents per mile to and from the terminal, or other parking area, plus parking fees at the terminal, or other parking area, ferry fares, and bridge, road, and tunnel toll charges. Total claimed may not exceed cost of taxicab services to and from terminal. The travel voucher must contain a statement that "travel by privately owned vehicle, including parking fees and toll charges, is not in excess of taxi fares to and from terminal."

XVII CIRCUMSTANCES REQUIRING ISSUANCE OF FORM AD-202, AUTHORIZATION - TRAVEL

Authorizing officials are required to issue AD-202 to authorize the types of travel and special allowances listed below. Form AD-206, Authorization Amendment, shall be used by authorizing officials to effect any change in Form AD-202.

A To authorize a per diem rate of \$16, or other deviation from fixed, uniform rates set forth in this Circular, after obtaining the approvals required in Section VIII of this Circular, second paragraph.

B Travel on an actual subsistence expense basis.

C Travel and transportation expenses in connection with transfer of official station.

D Foreign travel.

E Travel of an employee under the Government Employees Training Act when:

1 The authorization under which the employee generally travels does not cover all travel expenses to be incurred.

2 Long term training is involved.

3 A cooperative understanding provides for acceptance of contributions from non-Government sources.

F Travel to National Headquarters emergency relocation sites (a blanket authorization listing the names of all the employees of a division or office performing such travel may be issued).

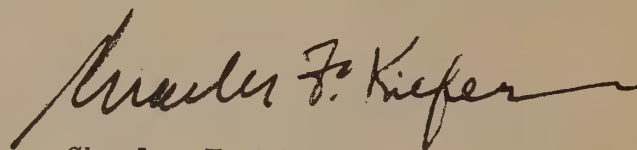
G Travel by private persons (non-Governmental employees).

H Travel to their first permanent duty stations by persons appointed under Public Law 86-587, i.e., appointed to positions where CSC determines a manpower shortage exists.

I Travel by privately owned vehicles other than automobiles.

XVIII QUESTIONS

Questions concerning this Circular should be referred to the Division of Budget and Finance, MOS, Washington 25, D. C. (Extension 3597)

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles F. Kiefer
Executive Director
Management Operations Staff

ECONOMIC RESEARCH SERVICE
ECONOMIC AND STATISTICAL ANALYSIS DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>	
Washington, D. C.:	\$14 (15 days)	\$12 (thereafter)
Field:		
Out-of-State travel:	\$14 (15 days)	\$12 (thereafter)
Intra-State travel:	\$12 (15 days)	\$10 (thereafter)

Mileage Allowances

The maximum mileage allowances shown in A. E. Circular No.85 apply with no exceptions.

ECONOMIC RESEARCH SERVICE
FARM ECONOMICS DIVISION

Per Diem Allowances

Location

Washington: \$14 (15 days) \$12 (thereafter)

Field:

Out-of-State travel:	\$14 (15 days)	\$12 (thereafter)
Intra-State travel:	\$12 (15 days)	\$10 (thereafter)

Exceptions:

When the major portion of trip involves travel outside of State in which headquartered the per diem rate shall be as provided for out-of-State travel for the entire trip.

Per diem for travel performed by enumerators hired under L/A employment authority shall be at the rate set by the Agricultural Economist in charge of the survey - such rates not to exceed \$12 per day.

Mileage Allowances

The maximum mileage allowances in A. E. Circular No.85 apply with no exceptions.

3-9-62

ECONOMIC RESEARCH SERVICE
MARKETING ECONOMICS DIVISION

Per Diem Allowances

Location

Washington: \$14 (15 days) \$12 (thereafter)

Field:

Out-of-State travel:	\$14 (15 days)	\$12 (thereafter)
Intra-State travel:	\$12 (15 days)	\$10 (thereafter)

Exceptions:

When the major portion of trip involves travel outside of State in which headquartered the per diem rate shall be as provided for out-of-State travel for the entire trip.

Per diem for travel performed by enumerators hired under L/A employment authority shall be at the rate set by the Agricultural Economist in charge of the survey - such rates not to exceed \$12 per day.

Mileage Allowances

The maximum mileage allowances shown in A. E. Circular No. 85 apply with no exceptions.

STATISTICAL REPORTING SERVICE

Per Diem Allowances *

<u>Location</u>	<u>Rates</u>
Washington, D.C.:	
Hawaii:	

1/

\$14 (15 days)

\$12 (45 days)

Field:

All Employees Within the Continental U.S. Except Western Livestock

Statistician: 1/ 2/ 3/

\$12 (15 days)

\$10 (45 days)

Western Livestock Statistician: 1/

For travel entirely within the State of Colorado:

\$12 (15 days)

\$10 (45 days)

For all other travel, including travel between official station and Colorado borders en route to and from points outside the State:

\$14 (15 days)

\$12 (45 days)

Alaska:

Per diem rates for travel within the State of Alaska shall be the most recent rates prescribed by the Director, Bureau of the Budget.

Exceptions: (Footnotes are used to permit specific identification of the exception involved.)

- 1/ No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by Division Director or Administrative Officer.
- 2/ Per diem for travel performed in connection with enumerative surveys will be allowed in accordance with rates prescribed in the division manual, "Instructions for Employment of Enumerators."
- 3/ \$14 per diem (15 days) and \$12 (45 days) may be allowed when travel is performed under authority from the Administrator, Deputy Administrator, Chairman of the Crop Reporting Board, or Division Director outside the State(s) of jurisdiction and bordering States for the purpose of attending workshops, performing duty in Washington, D.C., or for other purposes. Whenever these per diem rates are claimed, the travel voucher shall cite the purpose of the travel and make reference to the authority from the authorizing official.

* For continuous travel of 24 hours or less, special rates and provisions apply - see Section X B of this Circular.

Mileage Allowances

The maximum mileage allowances for travel outside the continental United States as shown in Agricultural Economics Circular No. 85 apply except that 10¢ per mile is authorized for travel in the State of Hawaii.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

May 15, 1962

To : All Divisions and Offices
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director
Management Operations Staff

Subject: General Authorization - Travel and Travel Allowances,
Amendment to Agricultural Economics Circular No. 85

Recently revised Department Regulations provide for a new mileage rate for use of privately owned automobile for travel in connection with change of official station. Accordingly, Section XII A on page 13 of Agricultural Economics Circular No. 85 has been amended to provide for the new rate. Page 14 on the reverse side of page 13 is unchanged. Changes in Section XII A are indicated by asterisks.

The attached revision is effective April 25, 1962, and should be substituted for pages 13 and 14 of Circular number 85, dated March 9, 1962.

Attachment

Charles F. Kiefer



XII MILEAGE ALLOWANCES WITHIN THE CONTINENTAL UNITED STATES 1/

A Travel by Privately Owned Automobile, Advantageous to the Government. A fixed uniform rate of nine cents per mile, plus the parking fees, road tolls, etc., set forth in Section XIV, shall be allowed for travel *(other than change of official station)* within the continental United States by privately owned automobile when such mode of travel is determined to be advantageous to the Government. Only the Director of Finance may approve exceptions to the nine cent rate, where exceptional circumstances are involved.

* On change of official station, a fixed uniform rate of twelve cents per mile, plus the parking fees, road tolls, etc., set forth in Section XIV, shall be allowed for travel within the continental United States by privately owned automobile when two or more persons, whose transportation expenses are authorized, travel together, or when such mode of travel is otherwise determined to be advantageous to the Government.*

B Travel by Privately Owned Automobile by Personal Preference. A fixed, uniform rate of six cents per mile shall be allowed for travel by privately owned automobile when the traveler prefers to use his own automobile in lieu of common carrier. This mileage rate is to be in lieu of all other transportation costs, including parking fees, ferry fares, and bridge, road, and tunnel tolls. Generally, travel at the six cent rate is subject to the following additional limitations:

1 Per diem should be limited to that which would have been allowed had travel been performed by train. Of course, if departure by automobile from official station, or place of abode, is after the scheduled train departure time and return to official station, or place of abode, if before the scheduled train arrival time, per diem for either circumstance is allowable on the basis of actual time of departure or arrival by automobile.

2 Leave must be charged for travel time during normal working hours in excess of that which would have been incurred had travel been performed by train.

3 Whenever automobile travel at the personal preference rate is combined with air travel on the same trip, the limitations in subparagraphs 1 and 2 immediately above should be based on comparable air travel time for the entire trip.

1/ The continental United States in this Circular means the former 48 States and the District of Columbia.

(XII)

C Witnesses at Department Hearings. The mileage rate of ten cents shall be allowed for travel by an employee to attend a Department hearing as a witness on behalf of the United States, when travel is by privately owned automobile. In addition to the ten cents per mile, the parking fees, road tolls, etc., set forth in Section XIV shall be allowed.

D Other Privately Owned Vehicles. Maximum mileage rates for privately owned vehicles, other than automobiles (motorcycles, airplanes, etc.) shall be as prescribed in Section 3.5b (1) of the Standardized Government Travel Regulations. Rates for any trip making use of such vehicles shall be set forth in the related individual authorization AD-202.

XIII MILEAGE ALLOWANCES - OUTSIDE THE CONTINENTAL UNITED STATES 1/

The maximum mileage rate which may be authorized is 12 cents, where circumstances warrant rates higher than provided for within the continental United States. In addition to the mileage rate authorized, parking fees, road tolls, etc., set forth in Section XIV shall be allowed. Each division or office, as applicable, shall determine the mileage rates for its travelers, except for witnesses at Department hearings, who shall be allowed the 12 cent maximum rate. The rates for other than travel of witnesses must be set forth in an Exhibit T of this Circular or in individual AD-202's.

XIV PARKING FEES, ROAD TOLLS, ETC.

Reimbursement for parking fees shall be allowed in connection with use of privately owned automobiles on official business when the use of privately owned automobile has been determined advantageous to the Government. The actual cost of parking fees is an allowable expense for Agricultural Economics travelers effective August 14, 1961. In addition to parking fees, reimbursement for the cost of ferry fares, and bridge, road and tunnel tolls shall be allowed when use of privately owned automobile has been determined advantageous to the Government. All of the fees, tolls, etc., set forth in this Section are allowable for travel covered by Sections XII A; XII C; and XIII. Similar allowable costs for travel by automobile to and from terminals are covered in Section XVI.

1/ "Outside the continental United States" refers to all locations other than the former 48 States and the District of Columbia.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 86

Defense of Suits Against Federal Employees
Arising Out of Motor Vehicle Operations

I PURPOSE

This Circular is to inform employees of (1) the provisions of Public Law 87-258 regarding the liability of the Federal Government for suits arising out of motor vehicle accidents and the defense of Government attorneys of suits against Federal employees, (2) the reporting requirements, and (3) the need to carefully re-evaluate automobile insurance needs.

II DEFINITIONS

A Federal Employee. Any person acting in behalf of the Federal Government, with or without compensation.

B Motor Vehicle. Any motor vehicle operated by a Federal employee on official business.

C Supervisor. The head of the field office or station to which the employee involved in the accident is assigned, or the immediate supervisor when a Washington, D. C., employee is involved.

D Legal Documents. Any and all papers issued in connection with a lawsuit.

E Scope of Employment. On official business without deviation from prescribed route, purpose, or mode of travel.

III PROVISIONS OF PUBLIC LAW 87-258

Public Law 87-258 provides that suits against an employee, or his estate, for damages involving property, personal injury, or death, arising from accidents resulting from the operation of a motor vehicle by a Federal employee who is judged by the Attorney General to have been acting within the scope of his employment at the time of the accident, shall be considered to be suits against the Federal Government and shall be defended by United States Attorneys.

IV EFFECTIVE DATE

The provisions of Public Law 87-258 are effective March 21, 1962 and will apply to suits arising from accidents occurring on and after that date.

V REPORTING REQUIREMENTS

A Employee's Responsibility. Upon notice of involvement in a civil action for property damage, personal injury, or death under circumstances described in Paragraph III, an employee shall immediately:

- 1 Notify his supervisor by telephone or telegraph.
- 2 Immediately upon receipt deliver to his supervisor all legal documents related to the suit.

B Supervisor's Responsibility.

1 Supervisors who receive information or legal documents from an employee shall forward such information and documents immediately to the local office of the General Counsel having jurisdiction over the locality where the accident occurred. Exhibit A gives the names and addresses of field offices of the General Counsel and the attorneys in charge.

2 Since the Department of Justice makes the determination as to whether or not the employee involved in the accident was acting within the scope of his employment at the time of the accident, the following information shall be furnished to the local office of the General Counsel with the information and documents referred to in Paragraph B 1 above.

- a Nature of driver's duties as proof of duty status.
- b Authorized destination, including travel authority.
- c Conveyance authorized.
- d Any unauthorized deviation from approved travel route.
- e Indication of subordinating Government interest to personal interests.

(V B 2)

f Any other pertinent data, such as indications of misconduct or gross negligence.

3 A copy of all correspondence sent to the local office of the General Counsel, including information required in sub-paragraph 2 above, shall be sent to the Division of Personnel.

VI EFFECT OF PUBLIC LAW 87-258 ON INSURANCE NEEDS

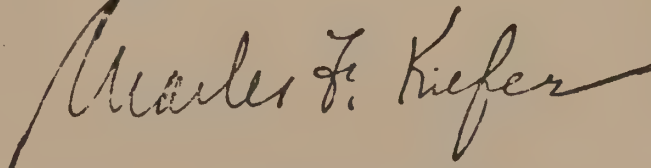
Because of this legislation employees should re-evaluate their needs for insurance to cover liability in connection with motor vehicle accidents occurring on official business. Employees should check carefully to determine what type of special coverage, if any, will be needed. The following points should be considered when deciding whether insurance coverage for protection while operating motor vehicles on official business will be needed.

A Public Law 87-258 gives a Federal employee the protection of legal defense by United States attorneys against lawsuits at no cost to the employee, and provides that the Government assume liability if it is determined that the employee was acting within the scope of his employment at the time of the accident.

B If an employee is judged by the Department of Justice not to be within the scope of his employment at the time of an accident, the Government does not provide legal defense and the employee will be liable for legal expenses and damages.

VII ADDITIONAL INFORMATION

Additional instructions and guides to employees will be furnished as the results of precedent cases become available.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE GENERAL COUNSEL

FIELD LOCATIONS AND ATTORNEYS IN CHARGE

<u>Albuquerque, New Mexico</u>	<u>Office Tel.</u>	<u>Office Hours</u>	<u>Home Address & Tel. No.</u>
Richard L. Fowler, Atty. in Charge Office of the General Counsel, USDA Room 4009, Federal Building 517 Gold Avenue, S. W.	CHapel 7-0311 Ex.2400	8:00 to 4:45	9813 Aztec Rd. N. E. Albuquerque, N. M. AXtel 8-0206
<u>Atlanta, Georgia</u>			
Linton B. West, Regional Atty. Office of the General Counsel, USDA Room 321, Peachtree-Seventh Bldg. 50 Seventh Street, N. E. Atlanta 23, Georgia	TRinity 6-3311 Ex.5161	8:00 to 4:30	3778 Club Dr. N. E. Atlanta, Georgia CEdar 3-8188
<u>Chicago, Illinois</u>			
Casper M. Murphy, Regional Atty. Office of the General Counsel, USDA Room 859, U. S. Court House 219 South Clark Street Chicago 4, Illinois	HArrison 7-4700 Ex. 496	8:15 to 4:45	15426 Honore St. Harvey, Illinois EDison 3-8508
<u>Dallas, Texas</u>			
Alfred F. Herbelin, Regional Atty. Office of the General Counsel,USDA 3-101 Merchandise Mart Bldg. 500 South Ervay Street Dallas 1, Texas	RIverside 8-5611	8:30 to 5:00	
<u>Denver, Colorado</u>			
John C. Banks, Regional Atty. Office of the General Counsel, USDA Suite 476, New Custom House Denver 2, Colorado	KEystone 4-4151	8:15 to 4:45	1220 Olive St. Denver 20, Colorado DE 3-8775

AGRICULTURAL ECONOMICS CIRCULAR No. 86
EXHIBIT A

<u>Harrisburg, Pennsylvania</u>	<u>Office Tel.</u>	<u>Office Hours</u>	<u>Home Address & Tel. No.</u>
Wayne W. Mong, Atty. in Charge Office of the General Counsel, USDA Room 511, Blackstone Bldg. 112 Market Street Harrisburg, Pennsylvania	CEdar 8-8274	8:15 to 4:45	2620 Green Street Harrisburg, Pa. CEdar 4-8285
 <u>Honolulu, Hawaii</u>			
Axel Ornelles, Atty. in Charge Office of the General Counsel, USDA Room 602, Stagenwald Bldg. 119 Merchant Street Honolulu 13, Hawaii		8:00 to 4:00	154 E. Hind Dr. Honolulu
 <u>Kansas City, Missouri</u>			
Giles H. Penstone, Regional Atty. Office of the General Counsel, USDA <u>Send Mail to:</u> P. O. Box 205 Kansas City 41, Missouri	WEstport 1-2515	8:15 to 5:00	4807 W. 65th St. Mission, Kansas HEdrick 2-4903
	<u>Location of Office</u> 560 Westport Rd. Kansas City 41, Missouri		
 <u>Little Rock, Arkansas</u>			
Dan P. Chisholm, Regional Atty. Office of the General Counsel, USDA Room 326, Federal Bldg. Little Rock, Arkansas	FRanklin 2-4361	8:30 to 5:00 1/ 8:00 to 4:30	5309 Centerwood Rd. Little Rock, Ark. MOhawk 3-2951
 <u>Los Angeles, California</u>			
John S. Griffin, Atty. in Charge Office of the General Counsel, USDA Room 602, 117 West Ninth Street Los Angeles 15, California	RIchmond 9-4711 Ex. 284 285	8:30 to 5:00	1121 W. Wiladonda Dr. La Canada, California SYlvan 0-3106

AGRICULTURAL ECONOMICS CIRCULAR No. 86
EXHIBIT A

<u>Milwaukee, Wisconsin</u>	<u>Office Tel.</u>	<u>Office Hours</u>	<u>Home Address & Tel. No.</u>
Elton C. Hotchkiss, Atty. in Charge Office of the General Counsel, USDA 528 Federal Bldg., 517 E. Wis. Ave. Milwaukee 2, Wisconsin	BRoadway 2-8600 Ex. 497	8:15 to 4:45	2860 N. 74th St. Milwaukee 10, Wis. BLuemound 8-7889
<u>Missoula, Montana</u>			
Morris C. Hankins, Atty. in Charge Office of the General Counsel, USDA Room 2075, Federal Bldg. P. O. Box 1538 Missoula, Montana	LIncoln 3-7292	8:00 to 5:00	836 Rollins St. Missoula, Montana 9-0753
<u>New York, New York</u>			
James A. O'Donnell, Atty. in Charge Office of the General Counsel, USDA Room 1050, 80 Lafayette Street New York 13, New York	REctor 2-8000 Ex. 598	9:00 to 5:30	2240 E. Tremont Ave. Bronx 62, N. York TAlmadge 2-7006
<u>Ogden, Utah</u>			
Dean A. Gardner, Atty. in Charge Office of the General Counsel, USDA Room 209, Forest Service Bldg. 507 25th Street Ogden, Utah	EXport 9-3411 Ex. 246	8:00 to 5:00	855 33rd St. Ogden, Utah 2-3509
<u>Portland, Oregon</u>			
C. Carlile Carlson, Regional Atty. Office of the General Counsel, USDA Room 406 Builders Exchange Bldg. 320 S. W. Stark Street Portland 4, Oregon	CApitol 6-3361	8:00 to 4:30	4250 S. W. Council Crest Drive Portland, Oregon CApitol 3-0496
<u>Raleigh, North Carolina</u>			
Emily A. Kindel, Atty. in Charge Office of the General Counsel, USDA Room 304 1330 St. Mary's St. Raleigh, North Carolina	TEmples 3-4604	8:30 to 5:00	2602 Lewis Farm Rd. Raleigh, N. C. 2-4089

AGRICULTURAL ECONOMICS CIRCULAR No. 86

EXHIBIT A

<u>St. Paul, Minnesota</u>	<u>Office Tel.</u>	<u>Office Hours</u>	<u>Home Address & Tel. No.</u>
George R. Springborg, Atty. in Charge Office of the General Counsel, USDA 505 Federal Courts Bldg. 6th & Market Streets St. Paul 2, Minnesota	Capitol 2-8011 Ex. 407 408	8:00 to 4:30	1149 Sandhurst Dr. St. Paul 13, Minn. Humboldt 9-9114

San Francisco, California

Jesse R. Farr, Regional Atty. Office of the General Counsel, USDA Room 624, 25 Taylor Street San Francisco 2, California	KLondike 2-2350 Ex. 6928	8:30 to 5:00	433 Guinda Street Palo Alto, Calif. Davenport 2-6711
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Santurce, Puerto Rico

Lemuel Marques, Jr., Atty. in Charge Office of the General Counsel, USDA		7:45 to 4:30	3 Patricia Street Susan Court Guaynabo, P. R.
	<u>Send Telegrams</u>		

Mailing Address

P. O. Box 9052
Santurce, Puerto Rico

Location of Office:

Room 315-A New York Dept. Store Bldg.
Stop 16½, Ponce DeLeon Ave.
Santurce, Puerto Rico

Stillwater, Oklahoma

Sidney D. Williams, Atty. in Charge Office of the General Counsel, USDA U. S. Agriculture Center Off. Bldg. Stillwater, Oklahoma	FRontier 2-7111	8:00 to 5:00	Route 1 (East 12) Stillwater, Okla. FRontier 2-7191
---	--------------------	--------------------	---

1/ Summer Hours

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

May 25, 1962

To : All Divisions and Offices,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Amendment to Agricultural Economics Circular No. 86

Agricultural Economics Circular No. 86 includes, as Exhibit A, a list of field offices of the General Counsel and attorneys in charge of those offices. Exhibit A has been revised to incorporate changes in addresses. Please substitute the enclosed Exhibit A for the Exhibit A attached to Agricultural Economics Circular No. 86.

Agricultural Economics Circular No. 86 provided in paragraph V B that supervisors forward certain information to the local office of the General Counsel having jurisdiction over the locality where the accident occurred. This information should be forwarded to the nearest office of the General Counsel.

Accordingly, paragraph V B 1 should be corrected as follows:

Third line, strike out the work "local" and insert the word "nearest," and strike out "having jurisdiction over the locality where the accident occurred."

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE GENERAL COUNSEL

Field Locations and Attorneys in Charge

<u>Office Address and Telephone Number</u>	<u>Office Hours</u>	<u>Home Address and Telephone Number</u>
<u>Arkansas, Little Rock</u>		
Dan P. Chisholm, Regional Atty. Office of the General Counsel, USDA Room 328, U. S. Post Office and Court House Building Little Rock, Arkansas FRanklin 2-4361	8:30 to 5:00 8:00 <u>1/</u> to 4:30	14 Palisades Drive Little Rock, Arkansas MOhawk 3-2051
<u>California, Los Angeles</u>		
John S. Griffin, Atty. in Charge Office of the General Counsel, USDA Room 602, 117 West Ninth Street Los Angeles 15, California RICHmond 9-4711, Ex. 284, 285	8:30 to 5:00	1121 W. Wiladonda Dr. La Canada, California SYLvan 0-3106
<u>California, San Francisco</u>		
Jesse R. Farr, Regional Atty. Office of the General Counsel, USDA Room 624, 25 Taylor Street San Francisco 2, California KLondike 2-2350, Ex. 6928	8:30 to 5:00	1145 Park Hills Road Berkeley 8, California
<u>Colorado, Denver</u>		
John C. Banks, Regional Atty. Office of the General Counsel, USDA Suite 476, New Custom House Denver 2, Colorado KEystone 4-4151	8:15 to 4:45	1220 Olive Street Denver 20, Colorado DE 3-8775

1/ Summer Hours

AGRICULTURAL ECONOMICS CIRCULAR No. 86
EXHIBIT A

<u>Office Address and Telephone Number</u>	<u>Office Hours</u>	<u>Home Address and Telephone Number</u>
<u>Georgia, Atlanta</u>		
Linton B. West, Regional Atty. Office of the General Counsel, USDA Room 321, Peachtree-Seventh Building 50 Seventh Street, N. E. Atlanta 23, Georgia TRinity 6-3311, Ex. 5161	8:00 to 4:30	3778 Club Drive, N.E. Atlanta, Georgia CEdar 3-8188
<u>Hawaii, Honolulu</u>		
Axel Ornelles, Atty. in Charge 2/ Office of the General Counsel, USDA Room 602, Stagenwald Building 119 Merchant Street Honolulu 13, Hawaii	8:00 to 4:00	154 E. Hind Drive Honolulu, Hawaii
<u>Illinois, Chicago</u>		
Casper M. Murphy, Regional Atty. Office of the General Counsel, USDA Room 859, U. S. Court House 219 South Clark Street Chicago 4, Illinois HArrison 7-4700, Ex. 496	8:15 to 4:45	15426 Honore Street Harvey, Illinois EDison 3-8508
<u>Minnesota, St. Paul</u>		
George R. Springborg, Atty. in Charge Office of the General Counsel, USDA 505 Federal Courts Building 6th & Market Streets St. Paul 2, Minnesota CApitol 2-8011, Ex. 407, 408	8:00 to 4:30	1149 Sandhurst Drive St. Paul 13, Minnesota HUmboldt 9-9114

2/ WAE appointment. If unable to contact him, contact the San Francisco office.

AGRICULTURAL ECONOMICS CIRCULAR No. 86
EXHIBIT A

<u>Office Address and Telephone Number</u>	<u>Office Hours</u>	<u>Home Address and Telephone Number</u>
<u>Missouri, Kansas City</u>		
Giles H. Penstone, Regional Atty. Office of the General Counsel, USDA Westport 1-2515 <u>Send Mail to:</u>	8:15 to 5:00 <u>Location of Office:</u>	4807 W. 65th Street Mission, Kansas Hedrick 2-4903
P. O. Box 205 Kansas City 41, Missouri	560 Westport Road Kansas City 41, Missouri	
<u>Montana, Missoula</u>		
Morris C. Hankins, Atty. in Charge Office of the General Counsel, USDA Room 2075, Federal Building P. O. Box 1538 Missoula, Montana Lincoln 3-7292	8:00 to 5:00	836 Rollins Street Missoula, Montana 9-0753
<u>New York, New York</u>		
James A. O'Donnell, Atty. in Charge Office of the General Counsel, USDA Room 1050, 80 Lafayette Street New York 13, New York REctor 2-8000, Ex. 598	9:00 to 5:30	2240 E. Tremont Ave. Bronx 62, New York TAlmadge 2-7006
<u>New Mexico, Albuquerque</u>		
Richard L. Fowler, Atty. in Charge Office of the General Counsel, USDA Room 4009, Federal Building 517 Gold Avenue, S. W. CHapel 7-0311, Ex. 2400	8:00 to 4:45	9813 Aztec Rd., N.E. Albuquerque, N. Mex. AXtel 8-0206
<u>North Carolina, Raleigh</u>		
Emily A. Kindel, Atty. in Charge Office of the General Counsel, USDA Room 304, 1330 St. Mary's Street Raleigh, North Carolina TEmples 3-4604	8:30 to 5:00	2602 Lewis Farm Road Raleigh, North Carolina 2-4089

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<u>Office Address and Telephone Number</u>	<u>Office Hours</u>	<u>Home Address and Telephone Number</u>
<u>Oklahoma, Stillwater</u>		
Sidney D. Williams, Atty. in Charge Office of the General Counsel, USDA U. S. Agriculture Center Office Bldg. Stillwater, Oklahoma FRontier 2-7111	8:00 to 5:00	Route 1 (East 12) Stillwater, Okla. FRontier 2-7191
<u>Oregon, Portland</u>		
C. Carlile Carlson, Regional Atty. Office of the General Counsel, USDA Room 406, Builders Exchange Building 320 S. W. Stark Street Portland 4, Oregon CApitol 6-3361	8:00 to 4:30	4250 S.W. Council Crest Drive Portland, Oregon CApitol 3-0496
<u>Pennsylvania, Harrisburg</u>		
Wayne W. Mong, Atty. in Charge Office of the General Counsel, USDA Room 511, Blackstone Building 112 Market Street Harrisburg, Pennsylvania CEdar 8-8274	8:15 to 4:45	2620 Green Street Harrisburg, Pa. CEdar 4-8285
<u>Puerto Rico, Santurce</u>		
Lemue Marques, Jr., Atty. in Charge Office of the General Counsel, USDA	7:45 to 4:30	3 Patricia Street Susan Court Guaynabo, Puerto Rico
<u>Mailing Address</u>	<u>Send Telegrams</u>	
P. O. Box 9052 Santurce, Puerto Rico	<u>Location of Office:</u> Room 315-A, New York Dept. Store Bldg. Stop 16 $\frac{1}{2}$, Ponce DeLeon Avenue Santurce, Puerto Rico	

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Office Address and
Telephone Number

Office
Hours

Home Address and
Telephone Number

Texas, Temple

Alfred F. Herbelin, Regional Atty. 8:30
Office of the General Counsel, USDA to
Shirley Richards Building 5:00
4400 West General Bruce Drive
Temple, Texas

Utah, Ogden

Dean A. Gardner, Atty. in Charge 8:00 855 33rd Street
Office of the General Counsel, USDA to Ogden, Utah
Room 209, Forest Service Building 5:00 2-3509
507 25th Street
Ogden, Utah
EXport 9-3411, Ex. 246

Wisconsin, Milwaukee

Elton C. Hotchkiss, Atty. in Charge 8:15 2860 N. 74th Street
Office of the General Counsel, USDA to Milwaukee 10, Wisconsin
528 Federal Building, 517 E. Wis. Ave. 4:45 BLuemon 8-7889
Milwaukee 2, Wisconsin
BRoadway 2-8600, Ex. 497

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

May 25, 1962

To : All Divisions and Offices,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Amendment to Agricultural Economics Circular No. 86

Agricultural Economics Circular No. 86 includes, as Exhibit A, a list of field offices of the General Counsel and attorneys in charge of those offices. Exhibit A has been revised to incorporate changes in addresses. Please substitute the enclosed Exhibit A for the Exhibit A attached to Agricultural Economics Circular No. 86.

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John S. Griffin, Atty. in Charge Office of the General Counsel, USDA Room 602, 117 West Ninth Street Los Angeles 15, California RICHmond 9-4711, Ex. 284, 285	8:30 to 5:00	1121 W. Wiladonda Dr. La Canada, California SYLvan 0-3106
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Jesse R. Farr, Regional Atty. Office of the General Counsel, USDA Room 624, 25 Taylor Street San Francisco 2, California KLondike 2-2350, Ex. 6928	8:30 to 5:00	1145 Park Hills Road Berkeley 8, California
<u>Colorado, Denver</u>		
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<u>Hawaii, Honolulu</u>		
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2/ WAE appointment. If unable to contact him, contact the San Francisco office.

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Office Address and
Telephone Number

Office
Hours

Home Address and
Telephone Number

Missouri, Kansas City

Giles H. Penstone, Regional Atty.
Office of the General Counsel, USDA
WEstport 1-2515
Send Mail to:

8:15 4807 W. 65th Street
to Mission, Kansas
5:00 HEdrick 2-4903
Location of Office:

P. O. Box 205
Kansas City 41, Missouri

560 Westport Road
Kansas City 41, Missouri

Montana, Missoula

Morris C. Hankins, Atty. in Charge
Office of the General Counsel, USDA
Room 2075, Federal Building
P. O. Box 1538
Missoula, Montana
LIncoln 3-7292

8:00 836 Rollins Street
to Missoula, Montana
5:00 9-0753

New York, New York

James A. O'Donnell, Atty. in Charge
Office of the General Counsel, USDA
Room 1050, 80 Lafayette Street
New York 13, New York
REctor 2-8000, Ex. 598

9:00 2240 E. Tremont Ave.
to Bronx 62, New York
5:30 TAlmadge 2-7006

New Mexico, Albuquerque

Richard L. Fowler, Atty. in Charge
Office of the General Counsel, USDA
Room 4009, Federal Building
517 Gold Avenue, S. W.
CHapel 7-0311, Ex. 2400

8:00 9813 Aztec Rd., N.E.
to Albuquerque, N. Mex.
4:45 AXtel 8-0206

North Carolina, Raleigh

Emily A. Kindel, Atty. in Charge
Office of the General Counsel, USDA
Room 304, 1330 St. Mary's Street
Raleigh, North Carolina
TEmples 3-4604

8:30 2602 Lewis Farm Road
to Raleigh, North Carolina
5:00 2-4089

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<u>Mailing Address</u>	<u>Send Telegrams</u>	
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Shirley Richards Building 5:00
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Utah, Ogden

Dean A. Gardner, Atty. in Charge 8:00 855 33rd Street
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Elton C. Hotchkiss, Atty. in Charge 8:15 2860 N. 74th Street
Office of the General Counsel, USDA to Milwaukee 10, Wisconsin
528 Federal Building, 517 E. Wis. Ave. 4:45 BLuemon 8-7889
Milwaukee 2, Wisconsin
BRoadway 2-8600, Ex. 497

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 87

Overtime

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 87

Overtime

I PURPOSE

This Circular (1) establishes policy concerning overtime; (2) delegates authority to order or approve occasional overtime; (3) prescribes procedures to be followed in obtaining prior authorization of regular overtime and for reporting and certifying all overtime; (4) sets the limitations for overtime compensation; (5) prescribes the basis of computation for overtime compensation; and (6) provides rules governing compensatory time.

II DEFINITIONS

A Basic Workweek. The basic workweek consists of 40 work hours which generally are completed in five 8-hour days, Monday through Friday, but which must be completed in six of any seven consecutive days.

B Ordered or Approved Occasional Overtime.

1 Ordered occasional overtime is work in excess of 40 hours a week which is ordered in advance in writing by an official having authority to order overtime.

2 Approved occasional overtime is work in excess of 40 hours a week which has not been ordered in advance, but which has been approved in writing by an official having authority to approve overtime. (As a rule overtime work without prior authorization shall not be approved except in cases where the work had to be completed and it was impracticable to obtain authorization prior to performing the work.)

C Approved Regular Overtime. Approved regular overtime is that regularly scheduled time over 40 hours worked each week in a regular tour of duty.

(II)

D Reimbursable Overtime. Reimbursable overtime is overtime for which the employee is paid or granted compensatory time by Agricultural Economics and for which Agricultural Economics is reimbursed by other Government agencies or an organization outside the Government.

E Nonreimbursable Overtime. Nonreimbursable overtime is overtime for which the employee is paid or granted compensatory time by Agricultural Economics and for which Agricultural Economics is not reimbursed.

F Division Directors. As used in this Circular, the term "division directors" means the directors of divisions and heads of staff offices of ERS, SRS, SEG, or MOS.

III POLICY

Overtime shall be ordered only in cases of necessity, and shall be ordered only within the limits of available funds. All ordered or approved overtime (both occasional and regular) worked by Agricultural Economics employees shall be compensated for either in money or by compensatory time off, except as specified in Section VI A and B. Generally, employees earning more than \$7,425 but less than \$15,030 per annum shall be compensated for ordered or approved overtime by compensatory time off (see Section X A 1).

IV DELEGATION OF AUTHORITY

A Ordered or Approved Occasional Overtime.

1 Initial Delegation. Authority to order or approve occasional and irregular reimbursable and nonreimbursable overtime is delegated in the General Authorization currently applicable to Agricultural Economics, to the officials occupying or acting in the positions listed below.

- a Deputy Administrators,
- b Division Directors and Heads of Staff Offices.

2 Redelegation. The officials listed above are authorized to redelegate authority to order or approve occasional and irregular reimbursable and nonreimbursable overtime to employees under their jurisdiction. Such redelegation is subject to the following limitations.

(IV A 2)

a Employees To Whom Redelelegation May Be Made.

(1) In Washington - to deputy directors, assistants to directors, assistant directors, branch chiefs, and administrative officers.

(2) In the field^{1/} - to any employee at a supervisory level under the jurisdiction of the division director.

b Method of Redelelegation. Redelelegations shall be made in accordance with the General Authorization currently applicable to Agricultural Economics in the appropriate Exhibit, or as supplements to the Exhibit.

3 General Provisions.

a No employee of Agricultural Economics shall order or approve his own overtime. This does not preclude an official in charge of a field office or at a one-man station from certifying to the performance of his own overtime (on Form MOS-276) when such overtime has been previously ordered. However, the respective administrative superior shall make a periodic review of the time and attendance reports of such officials.

b Officials authorized to order or approve overtime are responsible for staying within the limits of funds available.

c Laborers and mechanics may not be ordered, nor permitted, to work in excess of 8 hours in any calendar day except in case of extraordinary emergency; i.e., a sudden unexpected happening, such as fire or flood, requiring prompt action to avert loss of life or limb or damage to property.

^{1/} For the purpose of this Circular Beltsville is considered a field location.

(IV)

B Regular Overtime. Before regular overtime may be performed, approval of the Division of Personnel must be obtained. Requests for approval of regular overtime shall be submitted in triplicate by the division director, or other delegated official in Section IV A 1, to the Division of Personnel in Washington, D. C. and include the information listed below. The Division of Personnel will send a copy of the approval for regular overtime to the Division of Budget and Finance, (DBF).

- 1 Name and grade of the employee involved.
- 2 The proposed working schedule by hours of the day and days of the week.
- 3 Justification for exceeding the usual work week and the reasons why it would not be practicable to hire additional personnel for the work.
- 4 Probable duration of the overtime.
- 5 A statement of the availability of funds for the purpose.

V APPLICATION

Within the limitations set forth in Section VI, overtime compensation must be paid employees as follows:

A Full-time employees working a regularly scheduled tour of duty shall be compensated for all ordered or approved overtime worked in addition to the regular 40-hour week, provided such employees were in full pay status (work or leave with pay) for the entire workweek. Where an employee was not in pay status for all hours of the prescribed tour of duty, hours of overtime may be substituted to complete the 40-hour week and shall be paid for at basic rates.

B Part-time and WAE employees with regularly scheduled tours of duty shall be paid for time worked in excess of the 40-hour week at overtime rates. Upon completion of 40 hours, such employees shall be treated in the same manner as full-time employees. WAE employees having no regularly scheduled tour of duty may be paid only at basic rates for all hours worked.

(v)

C Experts and consultants employed pursuant to Section 15 of Public Law 600, 79th Congress, shall not receive overtime compensation in excess of their basic rates.

D Cooperative employees shall be compensated for overtime at basic rates, except as follows:

1 Employees in positions assigned to Classification Act (GS) grades shall be compensated for overtime work in the same manner as would regular Federal employees in corresponding jobs.

2 Where overtime provisions are contained in the cooperative agreement or subsidiary understanding, employees shall be compensated for overtime work in accordance with such agreement.

E Wage Board employees shall be compensated for overtime at one and one-half times the basic rate of pay. Wage board employees must be paid in money for overtime work; compensatory time off is not authorized. There is no limitation as to the aggregate amount of compensation which may be paid wage board employees in any pay period.

F Reemployed annuitants shall be compensated for overtime in the same manner as full-time per annum employees. Computation of such overtime shall be on the entire basic salary of the position.

G Employees outside the continental United States, except those persons employed at prevailing native wage rates, shall be compensated for overtime in the same manner as are the other employees specified in this Section. Computation of overtime is applicable to only the basic salary rates, exclusive of any foreign or territorial differential, except that for employees stationed in the Panama Canal Zone the salary differential is included.

VI LIMITATIONS

A Salaries Exceeding \$15,030. Employees whose per annum salary exceeds \$15,030 shall not be paid overtime compensation, nor are they eligible for compensatory time off for such overtime.

B Maximum Total Compensation. Eligible employees whose per annum salary does not exceed \$15,030 shall be paid overtime compensation only to the extent that any such payment will not cause their aggregate

(VI B)

compensation for any pay period to exceed \$578.40, i.e. the biweekly rate for \$15,030 per annum. Likewise, such employees may not earn and be credited with compensatory time which, if paid for would cause their aggregate compensation (including any paid overtime) for any pay period to exceed the biweekly rate of compensation for \$15,030 per annum.

C Salaries Between \$7,425 and \$15,030. Employees earning more than \$7,425 but less than \$15,030 per annum shall receive only compensatory time for all ordered overtime worked (within the limitation in the preceding paragraph), except when:

1 An employee is separated or transferred, as provided in Section X C, or

2 In a specific instance payment is deemed justifiable by the authorized approving official.

D Salaries of \$7,425 or Less. Employees earning \$7,425 or less per annum shall be paid for all ordered overtime worked, except that such employees (other than wage board employees) may be granted compensatory time in lieu of payment when:

1 The employee requests compensatory time, in writing (see Section X F), and

2 The employee's request for compensatory time is voluntary.

E Overtime Compensation While in Travel Status. An employee is not entitled to overtime compensation for mere travel time in excess of his basic workweek. However, an employee who, while in travel status, performs actual work officially ordered or approved in excess of his 40-hour basic workweek may be paid overtime compensation. If an employee's tour of duty includes regularly scheduled overtime hours, he shall be paid overtime compensation for travel time occurring during such overtime period.

VII REPORTING AND CERTIFYING OVERTIME

A Reporting.

1 Overtime shall be reported on the 5-part set of Form MOS-276, Time and Attendance Report, on the dates of occurrence.

(VII A)

2 All types of overtime (ordered, approved, regular, reimbursable, or nonreimbursable) shall be reported on the same time and attendance (T&A) report.

B Certifying. The official authorized to certify performance of previously ordered or approved premium work shall sign the T&A report in the appropriate space prior to submission indicating that the overtime posted on the form was actually performed. (If the supervisory official who certifies previously ordered or approved overtime work for payment is the same as the official who certifies to the correctness of the T&A report, no signature is necessary. However, the letters "N.A.," indicating "not applicable," should be entered in the space for the signature of the certifying official.)

VIII SUBMITTING REPORTS

T&A reports reflecting overtime work shall be submitted to DBF in an original and three copies (with interleaf carbons **intact**). The original and one copy will be retained by DBF. Two copies will be returned; one for the work plan or sub work plan supervisor and one for the employee in lieu of SF-1126, Payroll Change Slip.

IX COMPUTING OVERTIME PAY

Cash payment for overtime shall be computed as follows:

A Salaries of \$6,435 or Less. Where the basic salary rate does not exceed \$6,435 per annum, the hourly overtime rate shall be one and one-half times the hourly salary rate.

B Salaries Exceeding \$6,435. Where the salary rate exceeds \$6,435 per annum, the overtime rate shall be one and one-half times the hourly rate for \$6,435 per annum. For example: An employee whose basic per annum salary is \$8,340 is paid overtime at the rate of one and one-half times the hourly rate for \$6,435 per annum ($1\frac{1}{2} \times \3.10 or \$4.65 for each hour of overtime worked).

C Minimum Overtime Units. Overtime may be computed in multiples of 15-minute periods.

D Call-Back Overtime. Employees are entitled to a minimum of two hours' pay at the overtime rate when they are called back to their places of employment to perform ordered unscheduled overtime, either

(IX D)

(1) on a regular workday after they have completed their regularly scheduled work, or (2) on one of the days when off duty.

X COMPENSATORY TIME

A Prescribed or Requested.

1 Relative to occasional overtime, officials authorized to order or approve such overtime shall prescribe compensatory time in lieu of pay for employees whose annual salary rate exceeds \$7,425 as provided in Section VI C above. All other employees may be granted compensatory time in lieu of overtime if they request it as outlined in paragraph F below.

2 Compensatory time shall be reported on MOS-276. The number of hours of compensatory time reported as earned in any pay period shall not be more than the number of overtime hours worked.

B When To Be Taken. Compensatory time should be taken as soon as possible after the overtime is worked, in accordance with the following rules:

1 An employee shall take compensatory time before using any annual leave which can be carried forward into the next leave year.

2 Before taking compensatory time, an employee shall be permitted to use any of the current year's annual leave earnings which cannot be carried forward into the next leave year.

C Unused at Time of Transfer or Separation. If for any reason compensatory time has not been taken prior to transfer or separation, the employee (regardless of salary) shall be paid for the overtime at the rate which applied at the time overtime work was performed, and the charge shall be made against the funds current at the time the requirement for payment occurs. In those cases where a portion of the overtime has been compensated for by time off, the compensatory time taken will be considered as covering the first of the overtime worked.

D Substitution of Annual Leave for Compensatory Leave.

1 Under certain conditions unused annual leave which will be or has been forfeited may be substituted for compensatory leave previously taken in the same leave year. These conditions are:

(X D 1)

a Substitution must be made no later than two pay periods after the end of the leave year involved.

b Substitutions may be made only where the employee will not have or was not given an opportunity to use the annual leave which will be or has been forfeited.

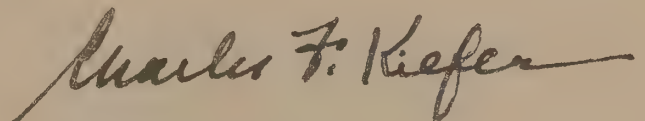
2 In order that DBF may ascertain that the conditions prescribed above have been complied with, supervisors shall attach a memorandum to any time and attendance report (MOS-276) which reflects annual leave forfeiture, explaining whether the concerned employee was given an opportunity to use current accruals of annual leave.

E Converting to Paid Time. An employee earning \$7,425 or less per annum, who has elected to take compensatory time but later decides to receive payment for overtime reported on MOS-276 must initiate the request for payment by a memorandum addressed to the ordering or approving official. Such payment shall be approved except where the ordering or approving official determines that funds are not available. If the official concurs in the request, he shall so indicate on the memorandum, above his signature, and forward the memorandum to DBF.

F Request for Compensatory Time. In accordance with Section VI D, the following provisions apply only to employees earning \$7,425 or less per annum:

1 An employee desiring to be granted compensatory time for overtime worked shall sign the request for compensatory time in the lower left of MOS-276.

2 In those instances where the employee is not available to sign MOS-276, he must submit a written request by memorandum to his supervisor no later than the first workday following the pay period. Supervisors will ascertain that the request is attached to the T&A report and submitted to DBF no later than the pay period following the pay period in which the overtime was worked.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

June 25, 1962

To : All Divisions and Offices
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director
Management Operations Staff

Subject: Overtime - Use and Liquidation of Compensatory Time
Amendment to Agricultural Economics Circular No. 87

Recently revised Department Regulations provide changes in the use and liquidation of compensatory time. Accordingly, Section X on pages 8 and 9 of Agricultural Economics Circular No. 87 has been amended to provide for the new regulations. Page 7 on the reverse side of page 8 is unchanged. Changes in Section X are indicated by asterisks.

The attached pages should be substituted for pages 7, 8 and 9 of Circular No. 87, dated March 23, 1962.

Charles F. Kiefer

Attachments



(VII A)

2 All types of overtime (ordered, approved, regular, reimbursable, or nonreimbursable) shall be reported on the same time and attendance (T&A) report.

B Certifying. The official authorized to certify performance of previously ordered or approved premium work shall sign the T&A report in the appropriate space prior to submission indicating that the overtime posted on the form was actually performed. (If the supervisory official who certifies previously ordered or approved overtime work for payment is the same as the official who certifies to the correctness of the T&A report, no signature is necessary. However, the letters "N.A.," indicating "not applicable," should be entered in the space for the signature of the certifying official.)

VIII SUBMITTING REPORTS

T&A reports reflecting overtime work shall be submitted to DBF in an original and three copies (with interleaf carbons intact). The original and one copy will be retained by DBF. Two copies will be returned; one for the work plan or sub work plan supervisor and one for the employee in lieu of SF-1126, Payroll Change Slip.

IX COMPUTING OVERTIME PAY

Cash payment for overtime shall be computed as follows:

A Salaries of \$6,435 or less. Where the basic salary rate does not exceed \$6,435 per annum, the hourly overtime rate shall be one and one-half times the hourly salary rate.

B Salaries Exceeding \$6,435. Where the salary rate exceeds \$6,435 per annum, the overtime rate shall be one and one-half times the hourly rate for \$6,435 per annum. For example: An employee whose basic per annum salary is \$8,340 is paid overtime at the rate of one and one-half times the hourly rate for \$6,435 per annum ($1\frac{1}{2} \times \3.10 or \$4.65 for each hour of overtime worked).

C Minimum Overtime Units. Overtime may be computed in multiples of 15-minute periods.

D Call-Back Overtime. Employees are entitled to a minimum of two hours' pay at the overtime rate when they are called back to their places of employment to perform ordered unscheduled overtime, either

(IX D)

(1) on a regular workday after they have completed their regularly scheduled work, or (2) on one of the days when off duty.

X COMPENSATORY TIME

A Prescribed or Requested.

1 Relative to occasional overtime, officials authorized to order or approve such overtime shall prescribe compensatory time in lieu of pay for employees whose annual salary rate exceeds \$7,425 as provided in Section VI C above. All other employees may be granted compensatory time in lieu of overtime if they request it as outlined in paragraph G below.

2 Compensatory time shall be reported on MOS-276. The number of hours of compensatory time reported as earned in any pay period shall not be more than the number of overtime hours worked.

* B When To Be Taken. *-Compensatory time should be taken as
* soon as possible after the overtime is worked, but not later than by the
* end of the leave year following that in which it was earned. If require-
* ments of the work situation are such that the compensatory time cannot be
* used within this period it shall be liquidated as provided below.

* 1 Compensatory time must be used by an employee before he
* may be granted annual leave, provided this shall not result in his losing
* any annual leave he may have accumulated.

* 2 Annual leave may be substituted for compensatory time where
* the use of compensatory time has resulted or will result in the forfeiture
* of annual leave. -*

C Unused at Time of Transfer or Separation. If for any reason compensatory time has not been taken prior to transfer or separation, the employee (regardless of salary) shall be paid for the overtime at the rate which applied at the time overtime work was performed, and the charge shall be made against the funds current at the time the requirement for payment occurs. In those cases where a portion of the overtime has been compensated for by time off, the compensatory time taken will be considered as covering the first of the overtime worked.

D Substitution of Annual Leave for Compensatory Leave.

1 Under certain conditions unused annual leave which will be or has been forfeited may be substituted for compensatory leave previously taken in the same leave year. These conditions are:

(X D 1)

a Substitution must be made no later than two pay periods after the end of the leave year involved.

b Substitutions may be made only where the employee will not have or was not given an opportunity to use the annual leave which will be or has been forfeited.

2 In order that DBF may ascertain that the conditions prescribed above have been complied with, supervisors shall attach a memorandum to any time and attendance report (MOS-276) which reflects annual leave forfeiture, explaining whether the concerned employee was given an opportunity to use current accruals of annual leave.

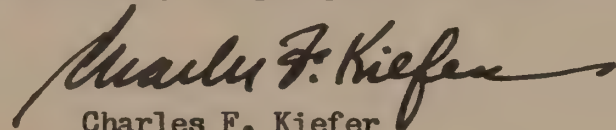
E *-Cut-off Date for Liquidating Unused Compensatory Time Off. *
Employees who have not taken their compensatory time off prior to transfer *
or separation from the Department, or by the end of the leave year following *
that in which it was earned shall be paid for the overtime work on which it *
is based at the overtime rate of pay that applied at the time such work was *
performed. *

F Procedures for Liquidation of Present Accumulations. That portion *
of present accumulations of unused compensatory time which represents over- *
time work performed before the beginning of leave year 1962, shall be liqui- *
dated by use or by payment at the overtime rate of pay that applied at the *
time such work was performed at or before the end of the 1962 leave year. *
Remaining accumulations which represent overtime work performed during leave *
year 1962 shall be subject to the provisions of E above. -* *

G Request for Compensatory Time. In accordance with Section VI D, the following provisions apply only to employees earning \$7,425 or less per annum:

1 An employee desiring to be granted compensatory time for overtime worked shall sign the request for compensatory time in the lower left of MOS-276.

2 In those instances where the employee is not available to sign MOS-276, he must submit a written request by memorandum to his supervisor no later than the first workday following the pay period. Supervisors will ascertain that the request is attached to the T&A report and submitted to DBF no later than the pay period following the pay period in which the overtime was worked.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 88

Holiday Compensation

I PURPOSE

This Circular outlines the conditions under which holiday compensation may be paid to ERS, SRS, MOS, and SEG employees on holidays.

II DEFINITIONS

A Holiday means the 1st day of January, the 22nd day of February, the 30th day of May, the 4th day of July, the 1st Monday of September, the 11th day of November, the 4th Thursday of November, the 25th day of December, or any other calendar day designated as a holiday by Federal statute or Executive order.

B Workday means those hours which comprise in sequence the employee's regular daily tour of duty within any 24-hour period, whether falling entirely within one calendar day or not.

III EMPLOYEES COVERED

A Employees with regularly prescribed tours of duty are entitled to all holidays and holiday compensation as set forth herein, provided such holidays or days in lieu of such holidays fall within their regularly scheduled tours of duty.

B Employees having no regular tours of duty shall not receive holiday compensation. Such employees in duty status shall receive only basic rates of compensation for service on a holiday or day in lieu thereof.

C Employees whose tours of duty consist of the first 40 hours of work performed in the administrative workweek shall be granted a maximum of 8 hours' pay for a holiday falling within such workweek,

(III C)

provided such holiday time is needed to fill in or complete the 40-hour workweek. If such employees perform work during hours allowed as holiday time, the hours so worked shall be paid for at the premium holiday rate (see Section V B). Thus, if an employee is granted 8 hours' holiday time and also works 6 hours on the holiday, he will be paid 6 hours at the premium holiday rate. (For further examples of how holidays affect the pay of an employee whose tour of duty is the first 40 hours during the administrative workweek, see Exhibit A attached.)

D Employees whose wages are fixed by a wage board shall be paid holiday compensation on the same basis as other employees, unless the wage board has specified a different basis in its wage board determination.

E Nonallocated cooperatively controlled (NACC) employees working under a cooperative agreement shall be paid holiday compensation as provided in the terms of their individual agreements.

IV DAYS IN LIEU OF HOLIDAYS

A When a Holiday Falls on Sunday.

1 If the employee's basic workweek does not include Sunday, the next workday of his basic workweek will be considered the holiday.

2 If the employee's basic workweek includes Sunday and Monday, Monday will be considered the holiday.

3 If the employee's basic workweek includes Sunday but not Monday, he shall be excused from work on Sunday.

B When a Holiday Falls on Saturday.

1 If the employee's basic workweek is Monday through Friday, Friday, the day before, will be considered the holiday.

2 If the employee's basic workweek includes Saturday, Saturday will be considered the holiday.

C When a Holiday Falls on a Nonworkday Designated in Lieu of Sunday. If the employee's basic workweek includes Sunday and a "regular" weekly nonworkday has been established in lieu of Sunday, the next workday of his basic workweek will be considered the holiday.

Holiday Pay for First 40-Hour Employees

The following examples are given to clarify the regulations governing holiday pay for employees whose tours of duty consist of the first 40 hours of the administrative workweek:

Example No. 1

Holiday on Tuesday. An employee works 8 hours Monday, 10 hours Tuesday (holiday), but has a total of just 40 hours for the week. He is paid 8 hours' extra compensation (premium holiday pay) at his regular rate for work performed on the holiday. No overtime pay.

Example No. 2

Holiday on Tuesday. An employee works 8 hours Monday, 6 hours Tuesday (holiday), and 8 hours each Wednesday, Thursday, and Friday. Total: 40 hours' base pay, plus 6 hours' premium holiday pay at his regular rate for the holiday work.

Example No. 3

Holiday on Tuesday. An employee works 10 hours each day, Monday through Friday, and 5 hours Saturday, a total of 55 hours worked. He receives 8 hours' premium holiday pay at his regular rate for the work performed on the holiday, plus 10 hours' overtime pay for Friday and 5 for Saturday. Total: 40 hours' base pay, 8 hours premium holiday pay, and 15 hours' overtime pay.

Example No. 4

Holiday on Tuesday. An employee works 9 hours Monday, 6 hours Tuesday (holiday), and 9 hours each Wednesday, Thursday, Friday, and 5 hours Saturday, a total of 49 hours (the holiday is figured as 8 hours, since it occurred within the first 40 hours). He is paid 6 hours' premium holiday pay at his regular rate for the holiday work, plus 4 hours' overtime Friday, and 5 Saturday. Total: 40 hours' base pay, 6 hours' premium holiday pay, and 9 hours' overtime pay.

Example No. 5

Holiday on Friday. An employee works 35 hours up to Thursday night. In addition, he works 9 hours Friday (holiday), and 5 hours Saturday. For the work on the holiday he is paid 5 hours' premium holiday pay at his regular rate (for those hours worked on the holiday within the first 40). For the remaining 4 hours Friday and the 5 hours Saturday, he is paid at his regular overtime rate. Total: 40 hours' base pay, 5 hours' premium holiday pay, and 9 hours' overtime pay.

Example No. 6

Holiday on Friday. An employee works 35 hours up to Thursday night. He does not work Friday (holiday), but works 5 hours Saturday. In computing his base pay, the holiday is counted as 5 hours, which is the amount needed to complete his basic workweek of 40 hours. The 5 hours Saturday are compensated for at the overtime rate. Total: 40 hours' base pay, 5 hours' overtime pay.

Example No. 7

Holiday on Friday. An employee works 31 hours up to Thursday night. In addition, he works 10 hours Friday (holiday), and 5 hours Saturday. He is entitled to 8 hours' premium holiday pay at his regular rate for work performed on the holiday, and 1 hour overtime that day for the time worked in excess of 40 hours for the week. Also, he is entitled to 5 hours' overtime pay for the work Saturday. Total: 40 hours' base pay, 8 hours' premium holiday pay, and 6 hours' overtime pay.

Example No. 8

Holiday on Friday. An employee works 28 hours up to Thursday night. In addition, he works 10 hours Friday and 5 hours Saturday. He is entitled to 8 hours' premium holiday pay at his regular rate for the work performed on the holiday, but no overtime for that day as he has not yet worked 40 hours for the week. He would however, be entitled to 3 hours' overtime on Saturday for the hours worked in excess of 40. Total: 40 hours' base pay, 8 hours' premium holiday pay, and 3 hours' overtime pay.

(IV)

D When a Holiday Falls on a Nonworkday Other Than the Nonworkday Designated in Lieu of Sunday. If the employee's basic workweek is other than Monday through Friday and the holiday falls on a regular non-workday (other than Sunday or his administratively scheduled nonworkday in lieu of Sunday), the immediately preceding workday will be considered the holiday.

E When Labor Day or Thanksgiving Day Falls Outside the Employee's Basic Workweek. If the employee has a tour of duty which does not include these holidays, the next workday of his basic workweek following such holidays will be considered the holiday.

F When an Employee Has Workdays Covering Portions of Two Calendar Days. The workday which begins on the calendar day designated as a holiday and extends outside thereof, will be considered as his holiday.

V HOLIDAY COMPENSATION

A Basic Compensation. All employees in a pay status who are excused from work because of a holiday or day in lieu thereof falling within their basic workweeks shall be entitled to their basic compensation for that day. The authority to order or approve holiday work is delegated to the same officials who are authorized to order or approve overtime (see Section IV A of Agricultural Economics Circular No. 87, Overtime).

B Premium Holiday Compensation.

1 All employees entitled to holiday pay as provided in this Circular who are actually in a duty status on the day designated as their holiday shall be compensated at their basic rates plus premium compensation for not more than 8 hours of such work at a rate equal to their rate of basic compensation. Such compensation is subject, however, to the \$15,030 salary limitation provision set forth in Section VI of Agricultural Economics Circular No. 87, Overtime.

2 Work performed on a holiday must be compensated for in money, except in those instances when a specific law, etc., authorizes different compensation for a specific holiday.

C Duty in Excess of 8 Hours on Holiday. Any duty performed in excess of 8 hours on any holiday by employees entitled to holiday pay will be compensated at overtime rates, provided such overtime hours are in excess of the basic 40-hour workweek, and subject, also, to the \$15,030 salary limitation provision noted above.

(v)

D Minimum Holiday Premium Compensation. Employees who are entitled to basic compensation for a holiday and who are assigned to duty on the holiday shall be paid for at least 2 hours of such duty at holiday premium rates.

E Holiday Compensation While in Travel Status. An employee who is ordered to perform official duties away from his headquarters on a holiday falling within his 40-hour workweek may be paid the premium holiday compensation for actual time worked within his regular tour of duty. Time spent in traveling may not be considered as time worked unless the employee, while traveling, performs actual work or travels under such arduous and unusual conditions that the travel is inseparable from work. An employee in travel status, at a temporary duty station, on a holiday during his basic workweek will not receive premium holiday compensation unless he is ordered to and performs work on such day.

F Annuitant Employees. For all reemployed annuitants eligible to receive premium holiday compensation, such compensation shall be computed on the basic compensation for the position held.

VI REPORTING AND CERTIFYING HOLIDAY HOURS WORKED

A Reporting. All hours worked on days treated as holidays for which employees are entitled to holiday pay shall be reported on Form MOS-276, Time and Attendance Report. Enter the number of allowable holiday hours actually worked in the column headed "Hol." for the day on which such work occurred. Where both holiday time and overtime are reported for the same day, make separate entries in the appropriate columns.

B Certifying. Holiday work performed shall be certified in the same manner as prescribed for overtime work performed. (See Section VII B of Agricultural Economics Circular No. 87, Overtime)



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 89

Restrictions on Use of Official Motor Vehicles and Storage
At or Near Private Residences

I PURPOSE

This Circular states restrictions on the use of motor vehicles acquired for official purposes, including motor pool vehicles; and the conditions under which official vehicles may be stored at or near employees' residences.

II RESTRICTIONS ON USE

Any Agricultural Economics employee who willfully uses or authorizes the use of Government-owned or -leased motor vehicles for other than official purposes shall be suspended from duty, without compensation, for not less than one month, and shall be suspended for a longer period or removed from office if circumstances warrant (Public Law 600, 79th Congress). Any employee using or authorizing the use of any Government-owned or -leased motor vehicle for other than official purposes may be subject to appropriate disciplinary action.

"Official purposes" include use in emergencies threatening loss of life or property, but do not include the transportation of an employee between his domicile and place of employment, except in cases of employees engaged in field work, the character of whose duties make such transportation necessary, and then only when storage of official vehicle at or near employee's residence is approved by the Director, Division of Administrative Services, (DAS) (See Paragraph III below).

III STORAGE AT OR NEAR RESIDENCES

A Request for Approval. An employee of ERS, SRS, MOS, or SEG shall not keep a Government-owned or -leased motor vehicle at or near his private residence unless such storage shall have been approved in advance by the Director, DAS, except as provided in Paragraph III B below. A request for authorization

(III A)

to store an official vehicle shall be prepared in a form similar to Attachment A, by the official in charge of the field station. The request shall contain a full explanation of the circumstances that justify such storage and a certification by the employee making the request that he is fully aware of the penalties provided in the event such vehicle should be used for other than official purposes. Such requests will be approved only when it is clear that Government or commercial storage, or privately owned garage space on a rental basis, is not available within a reasonable distance consistent with work requirements and responsibilities involved; or is not available at hours when service is required; or, if available, that the garage cannot provide adequate protection to Government equipment that must be left in the vehicle.

B Exception. Authorization by the Director, DAS, is not required in infrequent and unusual instances in connection with field work when commercial or Government storage is not reasonably available; when brief storage at an employee's residence will promote the efficient performance of the work of Agricultural Economics; and when specifically approved by the official in charge of the field station or office concerned. A memorandum record of such storage will be prepared for the files of the field station or office concerned; will show the circumstances that made such storage necessary in the public interest; and include the dates, itinerary, and hours of use and departure. This exception is intended to apply only when the need for storage at an employee's residence is very infrequent or cannot be foreseen.

C Instructions for Preparation of Request.

1 Justification. Include in the request full details of the circumstances making necessary such storage in the public interest. State beginning date and approximate duration of the storage period. Make references to time in specific hours such as 6:00 a.m., or 8:30 p.m. rather than "early in the morning" or "late at night." Give the approximate distance, in miles, from the employee's residence to the office, and also from the employee's residence to the nearest Government and/or commercial storage facility.

2 Signatures. The employee shall sign the original and 2 copies of the request and submit them to his supervisor who shall sign all copies if the requested storage is recommended and forward the request to the appropriate director of the employee's division. The division director shall review the request to ensure that storage is essential and if the request is in order sign all copies and forward to

(III C 2)

the Director, DAS. If the request is in order, the Director, DAS, will approve it by signing all copies.

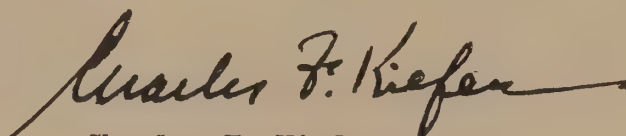
3 Distribution. When approved, the Director, DAS will retain one copy and return the original and one copy of the request to the appropriate division director. The division director will retain one copy and forward the original to the applicant.

4 Motor Pool Vehicles. If the motor vehicle concerned is under control of the GSA interagency motor vehicle pool system, an additional copy of the request shall be prepared by the officer-in-charge. The original and 3 copies shall be routed and approved as outlined above except that the Director, DAS, will return the original and 2 copies to the appropriate division director. The division director shall forward the additional copy to the GSA pool supervisor.

5 Termination of Authorization. When an authorization is terminated, the employee's supervisor shall notify his division director of this fact and also the GSA pool system if the vehicle is under control of that system.

6 Records. Each division shall maintain a record of authorization to store Government-owned vehicles issued to its' employees.

D Annual Report. Each field office having employee(s) authorized to store vehicles at or near their residence shall forward a report to DAS by August 1 of each year. The report shall be by memorandum and list the name, official station or office, and residence of any employee(s) so authorized. The memorandum shall also contain a statement indicating whether the conditions outlined in the existing authorization(s) still prevail and a recommendation for continuing or terminating the authorization(s).



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

Agency

Request and Authorization To Store Government-Owned
Motor Vehicle At or Near Private Residence

(Employee's Name)

(Title or Position)

(Division)

(Official Headquarters)

(Residence Address)

(Type of Vehicle)

Authorization is requested to allow the above-named employee to store a Government-owned motor vehicle at or near his private residence, without cost to the United States, for the reasons stated below:

(If additional space is needed, use reverse side)

Employee's certification: I understand that I am responsible for this motor vehicle. I shall not use this vehicle at any time for my personal convenience or permit others to do so. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office.

(Signature of Employee)

(Date)

Recommended:

(Date)

(Signature)

(Title)

(Date)

(Signature)

(Title)

AUTHORIZATION

I hereby authorize the storage of a Government-owned vehicle as specified above.

(Date)

Director, Division of Administrative Services
Management Operations Staff

This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such an extent as to make continued authority questionable. The Division of Administrative Services should be notified immediately when for any reason (such as transfer, separation, etc.) this authority is no longer required.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 89

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II RESTRICTIONS ON USE

Any Agricultural Economics employee who willfully uses or authorizes the use of Government-owned or -leased motor vehicles for other than official purposes shall be suspended from duty, without compensation, for not less than one month, and shall be suspended for a longer period or removed from office if circumstances warrant (Public Law 600, 79th Congress). Any employee using or authorizing the use of any Government-owned or -leased motor vehicle for other than official purposes may be subject to appropriate disciplinary action.

"Official purposes" include use in emergencies threatening loss of life or property, but do not include the transportation of an employee between his domicile and place of employment, except in cases of employees engaged in field work, the character of whose duties make such transportation necessary, and then only when storage of official vehicle at or near employee's residence is approved by the Director, Division of Administrative Services, (DAS) (See Paragraph III below).

III STORAGE AT OR NEAR RESIDENCES

A Request for Approval. An employee of ERS, SRS, MOS, or SEG shall not keep a Government-owned or -leased motor vehicle at or near his private residence unless such storage shall have been approved in advance by the Director, DAS, except as provided in Paragraph III B below. A request for authorization

(III A)

to store an official vehicle shall be prepared in a form similar to Attachment A, by the official in charge of the field station. The request shall contain a full explanation of the circumstances that justify such storage and a certification by the employee making the request that he is fully aware of the penalties provided in the event such vehicle should be used for other than official purposes. Such requests will be approved only when it is clear that Government or commercial storage, or privately owned garage space on a rental basis, is not available within a reasonable distance consistent with work requirements and responsibilities involved; or is not available at hours when service is required; or, if available, that the garage cannot provide adequate protection to Government equipment that must be left in the vehicle.

B Exception. Authorization by the Director, DAS, is not required in infrequent and unusual instances in connection with field work when commercial or Government storage is not reasonably available; when brief storage at an employee's residence will promote the efficient performance of the work of Agricultural Economics; and when specifically approved by the official in charge of the field station or office concerned. A memorandum record of such storage will be prepared for the files of the field station or office concerned; will show the circumstances that made such storage necessary in the public interest; and include the dates, itinerary, and hours of use and departure. This exception is intended to apply only when the need for storage at an employee's residence is very infrequent or cannot be foreseen.

C Instructions for Preparation of Request.

1 Justification. Include in the request full details of the circumstances making necessary such storage in the public interest. State beginning date and approximate duration of the storage period. Make references to time in specific hours such as 6:00 a.m., or 8:30 p.m. rather than "early in the morning" or "late at night." Give the approximate distance, in miles, from the employee's residence to the office, and also from the employee's residence to the nearest Government and/or commercial storage facility.

2 Signatures. The employee shall sign the original and 2 copies of the request and submit them to his supervisor who shall sign all copies if the requested storage is recommended and forward the request to the appropriate director of the employee's division. The division director shall review the request to ensure that storage is essential and if the request is in order sign all copies and forward to

(III C 2)

the Director, DAS. If the request is in order, the Director, DAS, will approve it by signing all copies.

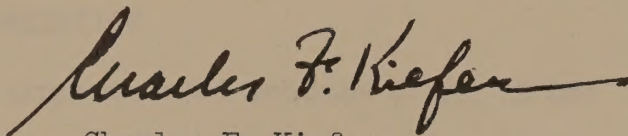
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4 Motor Pool Vehicles. If the motor vehicle concerned is under control of the GSA interagency motor vehicle pool system, an additional copy of the request shall be prepared by the officer-in-charge. The original and 3 copies shall be routed and approved as outlined above except that the Director, DAS, will return the original and 2 copies to the appropriate division director. The division director shall forward the additional copy to the GSA pool supervisor.

5 Termination of Authorization. When an authorization is terminated, the employee's supervisor shall notify his division director of this fact and also the GSA pool system if the vehicle is under control of that system.

6 Records. Each division shall maintain a record of authorization to store Government-owned vehicles issued to its' employees.

D Annual Report. Each field office having employee(s) authorized to store vehicles at or near their residence shall forward a report to DAS by August 1 of each year. The report shall be by memorandum and list the name, official station or office, and residence of any employee(s) so authorized. The memorandum shall also contain a statement indicating whether the conditions outlined in the existing authorization(s) still prevail and a recommendation for continuing or terminating the authorization(s).



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

THE UNIVERSITY OF CHICAGO

IN THE DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE

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UNITED STATES DEPARTMENT OF AGRICULTURE

Agency

Request and Authorization To Store Government-Owned
Motor Vehicle At or Near Private Residence

(Employee's Name)

(Title or Position)

(Division)

(Official Headquarters)

(Residence Address)

(Type of Vehicle)

Authorization is requested to allow the above-named employee to store a Government-owned motor vehicle at or near his private residence, without cost to the United States, for the reasons stated below:

(If additional space is needed, use reverse side)

Employee's certification: I understand that I am responsible for this motor vehicle. I shall not use this vehicle at any time for my personal convenience or permit others to do so. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office.

(Signature of Employee)

(Date)

Recommended:

(Date)

(Signature)

(Title)

(Date)

(Signature)

(Title)

AUTHORIZATION

I hereby authorize the storage of a Government-owned vehicle as specified above.

(Date)

Director, Division of Administrative Services
Management Operations Staff

This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such an extent as to make continued authority questionable. The Division of Administrative Services should be notified immediately when for any reason (such as transfer, separation, etc.) this authority is no longer required.

UNITED STATES DEPARTMENT OF AGRICULTURE

Form 7

May and June 1962
May and June 1962

(Date)

(Title or subject)

(Employee's name)

(Type of vehicle)

(Location of vehicle)

(Official designation)

Information is requested on all the above items, unless so noted.
Government-owned vehicles are on the list of vehicles, which
are to the United States, for the vehicle listed below.

(If additional space is needed, use reverse side)

Employee's certification: I certify that I am responsible for this
motor vehicle. I shall not use this vehicle at any time for personal
purposes or for any other purpose than that for which it was
issued for official purposes. I shall not use this vehicle for
any other purpose than that for which it was issued for official
purposes. I shall not use this vehicle for any other purpose
than that for which it was issued for official purposes.

(Date)

(Signature of Employee)

(Signature)

(Date)

(Signature)

(Date)

(Date)

(Signature)

(Date)

AGREEMENT

I hereby authorize the use of a Government-owned vehicle as specified
above.

Director, Division of Administrative Services
Management Operations Staff

(Date)

This authorization is not transferable. A new application must be submitted
whenever the circumstances, as stated above, change to such an extent as to
require a new authorization. The Division of Administrative Services
will be notified immediately when the vehicle is no longer required.
separated, etc. This authority is no longer required.